



### **III. Statement of Course Need**

- A. Cooperative education opportunities are an integral part of the experiential learning process for students seeking careers in accounting. This course will afford the student an opportunity to connect the academic material with the day-to-day operations of accounting in a business environment. By interacting with practitioners, students develop marketable skills and begin to establish valuable networks. Through observation and participation, students are better informed to decide on career choices. This course consists of 135 hours in an accounting department in business.
- B. No lab component.
- C. This course generally transfers as a business or accounting program requirement or as an elective.

### **IV. Place of Course in College Curriculum**

- A. Free Elective
- B. This course serves as an Accounting or Business Elective
- C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org); b) for all other colleges and universities, go to the individual websites.

### **V. Outline of Course Content**

- A. Students will prepare a job description and firm description at the beginning of the semester. Students and employer supervisors will also develop a set of five substantive goals for completion during the course of the semester, and the student will prepare a report at the end of the semester outlining progress toward these goals. These goals will be approved by the program coordinator. Students will also keep regular time records, which will be verified by the employer supervisor and complete regular evaluations of progress toward their goals.
- B. In addition to regular communication and collaboration with the coordinator, the student will attend two scheduled meetings with the accounting cooperative education coordinator.
- C. Students will write a paper on a topic to be determined by the coordinator that bridges current accounting issues with their cooperative work experience.

**VI. A. Course Learning Outcomes:**

**At the completion of the course, students will be able to:**

1. Define measurable objectives within the scope of the work environment.
2. Evaluate progress toward set objectives.
3. Summarize experience in a written report. (GE 1)

**B. Assessment Instruments**

- A. Completion of work hours
- B. Written paper
- C. Meetings with co-op coordinator

**VII. Grade Determinants**

- A. Completion of work hours
- B. Written paper
- C. Meetings with Co-Op Coordinator

Modes of teaching and learning:

- A. On-the-job training, observation, participation and experience
- B. Independent study
- C. Meetings
- D. Regular communication and collaboration with coordinator

**VIII. Texts and Materials**

- A. Determined by student's specific worksite.

Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

**IX. Resources**

The course will take place off-campus, at the workplace, and no special RVCC resources will be required.