



Western Technical College

## 10101100 Accounting Exploration

### Course Outcome Summary

#### Course Information

<b>Description</b>	The learner will develop skills to enhance their success in the Accounting or Accounting Assistant program. These skills include self-assessment, time management, study skills, learning styles, active reading, communication skills, and career development. Learner will review program and course competencies, course sequencing, and available college resources. An introduction to career opportunities in the accounting field will be explored.
<b>Career Cluster</b>	Finance
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	3
<b>Total Hours</b>	54

#### Textbooks

*On Course: Strategies for Creating Success in College, Career & Life – with MindTap*. 9th Edition. Copyright 2020. Downing, Skip and Jonathan Brennan. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-69460-2. Required.

#### Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness
4. Live Responsibly: Develop Resilience
5. Live Responsibly: Embrace Sustainability
6. Live Responsibly: Foster Accountability

7. Refine Professionalism: Act Ethically
8. Refine Professionalism: Improve Critical Thinking
9. Refine Professionalism: Participate Collaboratively
10. Refine Professionalism: Practice Effective Communication

## **Experiential Learning**

1. Work-Based Learning: this course applies your learning to your desired profession by working in industry placements such as internships, practicums, clinicals, or co-ops.

## **Program Outcomes**

1. Process financial transactions throughout the accounting cycle
2. Analyze financial and business information to support planning and decision making

## **Course Competencies**

### **1. Outline personal factors associated with success.**

#### **Assessment Strategies**

- 1.1. Oral, Written or Graphic Assessment
- 1.2. Reflection

#### **Criteria**

*You will know you are successful when*

- 1.1. you identify strengths and weaknesses regarding academic success.
- 1.2. you set well-defined and realistic personal goals.
- 1.3. you measure and complete goals within time frame chosen.

#### **Learning Objectives**

- 1.a. Identify what motivates you.
- 1.b. Recognize your strengths and weaknesses.
- 1.c. Explore strategies to accomplish personal goals.
- 1.d. Ascertain responsibility for own success.

### **2. Explore strategies for academic success.**

#### **Assessment Strategies**

- 2.1. Oral, Written or Graphic Assessment
- 2.2. Reflection

#### **Criteria**

*You will know you are successful when*

- 2.1. you earn a C or above in this course.
- 2.2. you explore effective test taking strategies.
- 2.3. you apply active listening techniques in current classes.
- 2.4. you apply note taking techniques to courses.
- 2.5. you identify active reading techniques.

#### **Learning Objectives**

- 2.a. Identify effective active listening techniques.
- 2.b. Explore a variety of memory techniques.
- 2.c. Explore test taking strategies.
- 2.d. Recognize and implement sufficient strategies needed for reading success.
- 2.e. Apply useful note-taking techniques.

### **3. Prepare a time management plan.**

### **Assessment Strategies**

- 3.1. Self Assessment
- 3.2. Oral, Written or Graphic Assessment
- 3.3. Performance - meet course attendance requirements.

### **Criteria**

*You will know you are successful when*

- 3.1. you develop a time management system to maximize effort on achieving important goals.
- 3.2. you develop strategies to balance the demands of school, family and job.
- 3.3. you apply a time management tool (such as Student Planner, calendar...) to maintain a schedule.
- 3.4. you give concrete examples for improvement for time usage.
- 3.5. you meet in-class attendance requirements.

### **Learning Objectives**

- 3.a. Assess current time management system.
- 3.b. Establish priorities for achieving goals.
- 3.c. Identify time wasters.
- 3.d. Describe strategies for balancing family, school and jobs.

## **4. Explore learning styles and multiple intelligence.**

### **Assessment Strategies**

- 4.1. Self Assessment
- 4.2. Demonstration
- 4.3. Written Product

### **Criteria**

*You will know you are successful when*

- 4.1. you identify learning style preference.
- 4.2. you determine your strengths through a multiple intelligence inventory.
- 4.3. you apply learning style preference to accommodate personal learning in current classes.
- 4.4. you apply multiple intelligence style approaches to accommodate personal learning in current classes.

### **Learning Objectives**

- 4.a. Explore online sites and test to determine personal learning styles and multiple intelligences.
- 4.b. Identify learning techniques and study strategies that best apply to your personal learning style.
- 4.c. Apply learning techniques to current class work.

## **5. Prepare an academic plan for success and completion of degree.**

### **Assessment Strategies**

- 5.1. Oral, Written or Graphic Assessment
- 5.2. Interview
- 5.3. Written Product

### **Criteria**

*You will know you are successful when*

- 5.1. you develop a list of personal short and long term goals.
- 5.2. you list academic or career short-term and long-term goals.
- 5.3. you identify how the library, computer labs, and academic success center add value to the learning experience at Western.
- 5.4. you prepare personal education plan (PEP) to use throughout time at college.
- 5.5. you employ decision making skills to determine what it takes to complete degree.

### **Learning Objectives**

- 5.a. Develop a personalized education plan.
- 5.b. Explore the library and become familiar with resources available for business students.
- 5.c. Explore Online Writing Center and Academic Success Center.
- 5.d. Explore computer labs on campus and identify uses.

## **6. Enhance learning with technology.**

### **Assessment Strategies**

- 6.1. Oral, Written or Graphic Assessment
- 6.2. Demonstration of technology usage

### **Criteria**

*You will know you are successful when*

- 6.1. you use Western student email account by checking for message from instructors, students, and services as Western.
- 6.2. you use Blackboard a minimum of two times per week.
- 6.3. you use Blackboard to check grades for each course.
- 6.4. you use MyWestern to check enrollment time, enroll in courses and/or drop courses.
- 6.5. you apply valid research from internet.
- 6.6. you use Word and Excel for class assignments.
- 6.7. you present to the class using technology.
- 6.8. you participate in weekly posted assignments by submitting work by due date.

### **Learning Objectives**

- 6.a. Utilize Western student email account
- 6.b. Use Blackboard for reading messages, participating in discussion, accessing course information , and reviewing grades.
- 6.c. Use student management software portal.
- 6.d. Use internet for researching topics related to business.
- 6.e. Discover digital Library resources.

## **7. Explore accounting professions and accounting educational resources.**

### **Assessment Strategies**

- 7.1. Written Product
- 7.2. Interview
- 7.3. Presentation

### **Criteria**

*You will know you are successful when*

- 7.1. you identify community resources such as local accounting and business professionals, public libraries, newspapers, and internet job resources.
- 7.2. you identify areas of personal interest within accounting.
- 7.3. you participate in a job shadow.
- 7.4. you conduct a career informational survey of a local accounting professional.

### **Learning Objectives**

- 7.a. Research a current topic in the accounting field such as fields of accounting or accounting trends.
- 7.b. Explore Accounting career opportunities
- 7.c. Explore campus resources such as academic advisors, financial aid representatives, college counselors, college library, student services, accounting program websites, college web sites, and college groups and clubs.
- 7.d. Identify a potential site for a job shadow.

## **8. Explore diversity in the school and community.**

### **Assessment Strategies**

- 8.1. Oral, Written or Graphic Assessment
- 8.2. Reflection

### **Criteria**

*You will know you are successful when*

- 8.1. you reflect on feelings generated from participating in simulated diverse situations.
- 8.2. you define all aspects of diversity and its impact on the school, workplace, and community.
- 8.3. you accept responsibility for learning the value of diversity in the school, workplace, and community.

### **Learning Objectives**

- 8.a. Examine diversity as it relates to your college experience and the field of accounting.

- 8.b. Explore types of diversity
- 8.c. Participate in case studies or simulated situations.

**9. Explore resources available to students at Western Technical College to assist with reaching personal and career goals.**

**Assessment Strategies**

- 9.1. Oral, Written or Graphic Assessment
- 9.2. Demonstration

**Criteria**

*You will know you are successful when*

- 9.1. you demonstrate initiative and motivation necessary to take ownership in the learning process to meet academic goals.
- 9.2. you examine barriers in achieving success at Western Technical College.
- 9.3. you reflect on how resources at the college will help in your success.
- 9.4. you identify key Western personnel and the role each person serves to support the student's need.

**Learning Objectives**

- 9.a. Locate and utilize academic assistance resources.
- 9.b. Meet with program instructors, advisors and counselors to assist with reaching educational goals.
- 9.c. Demonstrate awareness of resources available to assist the students in handling school and personal problems

**10. Explore a good work ethic.**

**Assessment Strategies**

- 10.1. Oral, Written or Graphic Assessment
- 10.2. Demonstration

**Criteria**

*You will know you are successful when*

- 10.1. you demonstrate a high level of effort and perseverance toward goal attainment
- 10.2. you work hard to become excellent at doing tasks by setting high standards, paying attention to details, working diligently and displaying a high level of concentration even when assigned an unpleasant task.
- 10.3. you display high standards for attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- 10.4. you conduct yourself in a professional manner throughout the term.
- 10.5. you use professional language in all academic areas of this class.

**Learning Objectives**

- 10.a. Identify professional behaviors for a career in Accounting (i.e. arriving to work on time)
- 10.b. Demonstrate professional communication by using correct grammar, spelling, and punctuation.
- 10.c. Accept responsibility for mistakes.
- 10.d. Listens to all voices equitably.

**11. Practice basic accounting terminology.**

**Assessment Strategies**

- 11.1. Oral, Written or Graphic Assessment
- 11.2. Written Objective Test

**Criteria**

*You will know you are successful when*

- 11.1. you use accounting terminology in written and oral communications.
- 11.2. you spell accounting terms correctly.
- 11.3. you choose the correct antonym or synonym of a word to communicate effectively based on the client, employer, and other stakeholder needs.

**Learning Objectives**

- 11.a. Identify common vocabulary and terminology used within the accounting profession.
- 11.b. Identify antonyms and synonyms for terminology used in accounting.

- 11.c. Identify and apply common abbreviations and acronyms for accounting.
- 11.d. Apply accounting terminology in written and oral communications.