

Western Technical College

10101103 Orientation to Accounting

Course Outcome Summary

Course Information

Description	Students develop skills to enhance their success in college and their accounting careers. These skills include self-assessment, time management, electronic file management, study skills, learning styles, active reading, communication skills, PowerPoint skills and career development. Students research the accounting field through research on the Internet, current periodicals and career information surveys. Also, students develop an accounting academic plan and explore the resources available for accounting students at Western.
Career Cluster	Finance
Instructional Level	Associate Degree Courses
Total Credits	2
Total Hours	54

Textbooks

On Course: Strategies for Creating Success in College, Career & Life – with MindTap. 9th Edition. Copyright 2020. Downing, Skip. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-09685-7. 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: Foster Accountability
6. Refine Professionalism: Act Ethically
7. Refine Professionalism: Improve Critical Thinking
8. Refine Professionalism: Participate Collaboratively
9. Refine Professionalism: Practice Effective Communication

Course Competencies

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

Assessment Strategies

- 1.1. Reflection
- 1.2. Self Assessment
- 1.3. Written Product

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. Prepare your own personal mission statement.
- 1.d. Ascertain responsibility for own success.

2. Explore strategies for academic success.

Assessment Strategies

- 2.1. Paper
- 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. Written Product
- 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 explore time management tools (such as Student Planner, calendar...) to maintain 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

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. Written Product
- 5.2. Interview

Criteria

You will know you are successful when

- 5.1. you develop a personal mission statement which includes short and long term goals.
- 5.2. you draw conclusions from an informational interview with a professional in the accounting field.
- 5.3. you prepare personal education plan (PEP) to use throughout time at college.
- 5.4. you employ decision making skills to determine what it takes to complete degree.
- 5.5. you identify how the library, computer labs, and academic success center add value to the learning experience at Western.

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. Written Product
- 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 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

Criteria

You will know you are successful when

- 7.1. you 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.
- 7.2. you explore community resources such as local accounting and business professionals, public libraries, newspapers, and internet job resources.
- 7.3. you explore accounting career opportunities and industry trends.

Learning Objectives

- 7.a. Participate in a job shadow.
- 7.b. Conduct a career informational survey of a local accounting professional.
- 7.c. Research a current topic in the accounting field such as fields of accounting or accounting trends.
- 7.d. Explore Accounting career opportunities
- 7.e. Identify areas of personal interest through own and other classmates research and presentations.

8. Explore diversity in the school and community.

Assessment Strategies

8.1. Reflection

8.2. Written Product

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. Determine the definition of diversity
- 8.b. Explore different types of diversity