



**\*COURSE OUTLINE : ACCTG 50**

**D Credit – Degree Applicable**

**COURSE ID 008400**

**Cyclical Review: MAY 2021**

**COURSE DISCIPLINE :** ACCTG  
**COURSE NUMBER :** 50  
**COURSE TITLE (FULL) :** Accounting Internship  
**COURSE TITLE (SHORT) :** Accounting Internship

**ACADEMIC SENATE DISCIPLINE:** Accounting

#### **CATALOG DESCRIPTION**

ACCTG 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: Public accounting, Management accounting, Governmental accounting, and Internal auditing. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register.

#### **CATALOG NOTES**

Note: Students must arrange an approved internship prior to enrolling in this class. Complete two or more courses within your program before attempting an internship. Note: This course is Pass/No Pass only.

Total Lecture Units:0.00

Total Laboratory Units: 1.00 - 3.00

**Total Course Units: 1.00 - 3.00**

Total Lecture Hours:0.00

Total Laboratory Hours: 54.00 - 162.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00 - 162.00**

**Total Out-of-Class Hours: 0.00**

Recommended Preparation: ENGL 100 or ESL 141.



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**ENTRY STANDARDS**

	<b>Subject</b>	<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Include</b>
1	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
2	ESL	141	Grammar and Writing IV	Compose a 400 to 450-word thesis-based essay which:  (a) summarizes and cites appropriately a reading passage provided as a prompt,  (b) includes a clear thesis statement,  (c) uses evidence to support the thesis,  (d) shows clear organization into an introduction, body, and conclusion, and  (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.	Yes

**EXIT STANDARDS**

- 1 demonstrate an understanding of the professional and educational minimum qualifications for employment and advancement within the target career/discipline;
- 2 demonstrate effective professional practices and soft skills of a specific career/discipline;
- 3 analyze personal performance of specific skills related to the target career/discipline;

**STUDENT LEARNING OUTCOMES**

- 1 demonstrate basic occupational competencies required for employment in the target career/discipline



**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Orientation (prior to enrollment in the course) • Professional standards, behavior and ethical code of conduct • Job skill requirements • Self-reflection and problem solving • Professionalism • Appropriate attire • Professional behavior • Work Interactions and Sexual Harassment Policies and Procedures • Developing learning objectives • Employer-student contract	0	2	2
2	Internship (60-225 hours TBA) • On-the job shadowing of current employees • Information gathering of current industry trends • Public accounting, Management accounting, Governmental accounting, and Internal • auditing	0	160	160
				<b>162</b>

**OUT OF CLASS ASSIGNMENTS**

- 1 journal (e.g. documentation of duties performed);
- 2 written assignments (e.g. research of industry-specific educational requirements, company profile, and etc.);
- 3 final resume;
- 4 final project (e.g. professional portfolio).

**METHODS OF EVALUATION**

- 1 internship facility supervisor’s evaluation of student;
- 2 reports (e.g. weekly reports of reflections on internship experiences);
- 3 student self-evaluation (e.g. self-assessment of internship performance).

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion



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- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
No required textbooks.							