

Montgomery County Community College  
ACC 198  
Cooperative Internship in Accounting I  
3-0-15

**COURSE DESCRIPTION:**

This course consists of employment in a college-approved organization to enable the student to gain insight into an accounting organization. The course requires an optimum of 15 hours per week supervised and coordinated by a faculty member. Students are rated by the employer on their job performance. This course is subject to a course fee. Refer to <http://mc3.edu/adm-fin-aid/paying/tuition/course-fees> for current rates.

**REQUISITES:**

*Previous Course Requirements*

- ACC 116 Managerial Accounting, ACC 117 Payroll Accounting, OR ACC 118 Professional Bookkeeping and permission of the coordinator

*Concurrent Course Requirements*

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Apply theory and principles learned in previous courses to an internship position.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form
2. Develop and practice general and specific occupational skills, knowledge, attitudes, and behavioral patterns that will be required in his/her career.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form
3. Perform a variety of accounting tasks in accordance with the specific placement/position.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
4. Interact cooperatively with colleagues within the organization.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form
5. Fulfill the specific objectives of the cooperative internship as established with faculty coordinator and the employer.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form
6. Apply critical thinking skills to solve daily challenges and tasks encountered on the job.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form
7. Practice clear, concise verbal and written communications.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form
8. Write a concise, well-organized report describing the position held, learning experiences resulting from tasks performed and perceived performance in the position.	Hands-On Experience in Accounting as Practiced Professionally; Mentoring by the Employer and the Faculty Member	Written Report by the Student Evaluating the Experience; Employer Evaluation Form

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

#### SEQUENCE OF TOPICS:

1. The Specific Objectives of the Cooperative Internship as Established with the Faculty Coordinator and the Employer
2. How the Theory and Principles of Accounting Apply in a Specific Accounting Organization
3. How Professional Employees Function in a Typical Accounting Organization
4. How a Specific Accounting Organization is Structured and Functions
5. The Importance of Clear and Concise Communications within Organizations

6. The Requirements of Employment In Accounting
7. Learn about the Variety of Career Opportunities Available in Accounting
8. How to Write an Appropriate Cooperative Internship Report

#### LEARNING MATERIALS:

Professional accounting office policies, procedures, forms, software, equipment, and facilities.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

#### COURSE APPROVAL:

Prepared by: Carl Essig

Date: 3/2005

Revised by: Heather Thomas

Date: 2/2013

VPAA/Provost or designee Compliance Verification:

Victoria L. Bastecki-Perez, Ed.D.

Date: 5/30/13

Revised by: Barbara Hordis

Date: 12/14/2017

VPAA/Provost or designee Compliance Verification:

Date: 12/15/2017



*This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*