



CAPILANO UNIVERSITY

COURSE OUTLINE			
TERM: Fall 2021		COURSE NO: BTEC 199	
INSTRUCTOR:		COURSE TITLE: Accounting Assistant Practicum	
OFFICE:	LOCAL:	SECTION NO(S):	CREDITS: 1.5
E-MAIL:	@capilanou.ca		
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

One and a half hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes a two-week (minimum 70 hour), employer-based practicum. In-class component may be offered online or in mixed mode format.

COURSE PREREQUISITES/CO-REQUISITES

15 credits of 100-level or higher coursework and BTEC 149, 211, 217, 220, 252 as pre- or corequisites

CALENDAR DESCRIPTION

This course consists of lectures, class and group discussions, preparation of a job search portfolio, writing and delivering scripts to initiate contact with employers, developing a system to organize job search, student skill demonstration of job search strategies and interview techniques. Upon successful completion of all other Accounting Assistant Certificate requirements, students will then complete a two-week job site practicum as part of this course.

COURSE NOTE

BTEC 199 is equivalent to BTEC 300. Duplicate credit will not be granted for this course and BTEC 300.

REQUIRED TEXTS AND/OR RESOURCES

None. Supporting materials may be available for purchase through a bookstore voucher.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to:

- Prepare a professional resume, cover letter and social media presence (i.e. LinkedIn) and conduct a demonstration interview.
- Analyze the job market to identify industries, companies and roles that are a good match for the individuals' skills and abilities.

- Articulate the skills, knowledge, experience and talents that make the individual a good candidate for a particular role both in writing and orally.
- Discuss how multicultural differences impact global perspectives in retaining employment in Canada.
- Use the comprehensive knowledge gained throughout the Accounting Assistant certificate to successfully complete practicum as an Accounting Assistant/Bookkeeper.

COURSE CONTENT

Week	Topic
1-2	Self-Assessment Introduction to Career Development Centre
3-5	Resumes and cover letters LinkedIn profiles and social media
6-7	Networking Company research
8-9	Job search process Canadian job market overview
10 -11	Interview techniques
12 – 13	Demonstration interviews
14 – 15	Practicum

Note: The topic schedule may be adjusted by instructors.

EVALUATION PROFILE -

Assessments
Assignments / Quizzes including, but not limited to: <ul style="list-style-type: none"> • Resume • Cover letter
Demonstration interview
Practicum

This is a CREDIT/NO CREDIT course. Students must complete assignments to attend practicum, and complete practicum to obtain credit.

GRADING PROFILE

Credit/No credit

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the

student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities. This includes attendance at the practicum host site for the duration of the practicum placement.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and

procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.