

COURSE OUTLINE



COURSE NAME: Accounting Assistant Practicum	COURSE NO: BTEC 300
TERM: Summer 2014	COURSE CREDITS: 1.5
INSTRUCTOR:	INSTRUCTIONAL HOURS PER WEEK: 3

COURSE PREREQUISITES:

None

REQUIRED TEXT and OTHER RESOURCES:

No text required.
Student Voucher to be purchased at Capilano Bookstore.

COURSE FORMAT:

The course consists of lectures, class and group discussions, preparation of a job search portfolio, interview practice, and an opportunity for each student to strengthen job search skills. Upon completion of the course and upon the recommendation of the instructor and convenor, a two-week job site practicum will be arranged.

INSTRUCTOR-SPECIFIC EXPECTATIONS OR UNIQUE ASPECTS OF THE COURSE

COURSE OUTCOMES:

GENERAL OUTCOMES:

Upon completion of the course, students will have their own job portfolio to assist in acquiring and maintaining a practicum placement and for future job seeking activities.

SPECIFIC STUDENT OUTCOMES:

Upon successful completion of this course, students should be able to demonstrate competence in the following abilities and skills:

ABILITIES	LEARNING OUTCOMES	LEVELS*
COMMUNICATIONS	1. Understand the importance of preparing an excellent resume and demonstrate job interview technique. 2. Understand the importance of researching the job market to ensure a good match for the individuals' skills and abilities.	1-3
ANALYSIS AND DECISION-MAKING	1. Demonstrate the ability to prepare a professional resume and cover letter and to conduct a demonstration interview. 2. Analyse the job market and determine a target group for employment.	1-3
SOCIAL INTERACTION	1. Work in groups to elicit the help of others for the purpose of practice and review.	1-3
CITIZENSHIP, SUSTAINABILITY AND GLOBAL PERSPECTIVE	1. Use the knowledge obtained to obtain employment as an Accounting Assistant, to have a positive effect on the workplace.	1-3

*See Faculty of Business and Professional Studies – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension.

COURSE CONTENT/SCHEDULE:

ACCOUNTING ASSISTANT

Date	Week	COURSE CONTENT
	Week1	Course Introduction, Student Employment Services Website, Self Assessment, Providing and Receiving Feedback, Resume/Cover Letter Introduction
	Week 2	Application of Self Assessment to Resume/Cover Letter Development Network and Company Research: <i>Information Interview*</i>
	Week 3	Resume/Cover Letter Development Demonstration Interview Preparation/Proof Stories
	Week 4	Demonstration Interviews
	Week 5	Practicum Placement (Two Weeks) Practicum Debrief
	Week 6	Practicum Debrief

Evaluation Profile:

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

UNIVERSITY POLICIES

Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. Copies of these and other policies are available on the University website.

In addition to the policies of the university, the Faculty of Business and Professional Studies has the following policies governing the management of our classes and curriculum.

FACULTY OF BUSINESS AND PROFESSIONAL STUDIES

Attendance: Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

Cheating and Plagiarism:

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Writing Centre and is published on the University website in the University Policies page.

Penalties for Cheating and Plagiarism:

A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (See the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Incomplete Grades:

Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

Professional Behaviour:

Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

Copyright Policy:

Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University website.

PROGRAM POLICIES – Capilano Applied Business Unit

In addition to Capilano University and Faculty of Business & Professional Studies policies, the Applied Business Unit has the following policies governing the management of our classes and curriculum.

Missed Exams and Quizzes:

Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, will be required.

English Usage: All assignments are marked for correct English usage, proofreading and formatting.

Grading Profile: Note:- BTEC 300 is a credit/non-credit course

A+	90-100%	B+	77-79%	C+	67-69%	D	50-59%
A	85-89%	B	73-76%	C	63-66%	F	0-49%
A-	80-84%	B-	70-72%	C-	60-62%		

CAPILANO UNIVERSITY VISION, MISSION AND GOALS

UNIVERSITY VISION

Students are drawn to our dynamic and unique programs, passionate faculty, welcoming staff, and close-knit learning environment; graduates are independent learners, thinkers, and doers actively contributing to their communities.

UNIVERSITY MISSION STATEMENT

We are a teaching-focused university offering a wide range of programs and services that enable students to succeed in their current studies, in their ongoing education, in their chosen careers, in their lifelong pursuit of knowledge, and in their contribution as responsible citizens in a rapidly changing and diverse global community.

UNIVERSITY GOALS

Arising from the Mission statement, the Institutional Goals are broadly defined as the general areas of success that are desired for all students. From the Mission, the Institutional Goals are:

- Student success in ongoing education
- Student success in chosen career
- Student success in lifelong pursuit of knowledge
- Student success in contributing as responsible citizens in a rapidly changing and diverse global community

In order to support student success in these areas, the institution has identified seven broad learning outcomes for students in all programs.

These **institutional student learning outcomes** are:

1. Self-directed learning, awareness, and responsibility
2. Up-to-date information gathering and research skills
3. Communication skills
4. Quantitative reasoning ability
5. Group and social interaction skills
6. Creative, critical, and analytical thinking skills
7. Community/global consciousness and responsibility

FACULTY OF BUSINESS AND PROFESSIONAL STUDIES

MISSION STATEMENT

To provide students with the necessary skills and abilities to be immediately effective in their employment or further studies, and to possess a sound basis for future progression in their chosen career, in the lifelong pursuit of knowledge, and in their contribution as responsible citizens in a rapidly changing and diverse global community.

OUR COMMITMENT TO SKILLS AND ABILITIES

The Faculty of Business & Professional Studies, through the delivery of this course, is committed to the development of skills so that students can perform the tasks of this discipline in an efficient and effective way.

In addition, through the delivery of all courses, the Faculty is committed to the development of core 'abilities' that will prepare students for future career progression in a chosen field. A well rounded graduate, in addition to being able to perform certain tasks, will have the following CAPabilities;

CAPability	Description
Communication	Selects, uses and integrates oral and written communication skills to develop informative, explanatory and persuasive presentations to a variety of audiences, demonstrating qualitative, quantitative and technological literacy.
Analysis and Decision-Making	Brings a unique perspective to the analysis of organizational issues through systematic thinking and the application and adaptation of frameworks and tools that assist decision-making
Social Interaction	Uses appropriate interpersonal and group theory to deal with interpersonal, team, stakeholder and professional situations to inform, persuade and influence others.
Citizenship and Global Perspective	Understands corporate social responsibility within organizational contexts and the social role and impacts of organizations. Integrates personal, professional and community values in a decision-making context as a member of an organization. Works effectively with interdependence and diversity by framing issues in the broader global context, understanding the social and cultural roots of business, governments and other organizations and by providing managerial support as part of a global strategy.

OUR COMMITMENT TO ASSESSMENT AND CONSTRUCTIVE FEEDBACK

The Faculty of Business & Professional Studies is committed to providing feedback that rewards excellence and motivates personal development. We use a mixture of personal, peer and professional assessment so that students have a diverse view of their progress in skills and abilities development. It is important to use feedback to enhance the quality of learning.

The assessment model is designed to give a fair reflection of the letter grade earned, as well as a road map for personal skill and ability development. For each skill and ability in the course students will be assessed as to the level of comprehension demonstrated. Grades are a function of how students have met course expectations as to those levels of comprehension.

SIX “LEVELS” of comprehension

KNOWLEDGE	
1. Recognize	Be able to identify the components of a framework or tool.
2. Define	Be able to describe the aspects of the components of the framework or tool.
APPLICATION	
3. Use	Be able to manipulate the framework or tool to cause a result.
4. Interpret Results	Be able to understand the result of the manipulation in a meaningful way.
JUDGMENT	
5. Situational Use	Be able to identify situations where the framework or tool should be applied, and then apply the framework or tool, including using the results effectively.
6. Adaptation	Be able to creatively adapt the framework or tool such that its use will be maximized in a given situation.