

COSC-280 COMPUTERIZED ACCOUNTING 3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

Supervised cooperative work program. Student is employed in an approved appropriate occupation. Student will be supervised and rated by the employer and instructor.

Prerequisites:

Semester Offered: On Demand

COMMON STUDENT LEARNING OUTCOMES

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

COURSE LEARNING OUTCOMES

Upon successful completion of the course, the student will be able to...

1. Prepare an individual for entry level employment and future professional advancement.
2. Provide a transition between education and the world of work.
3. Develop a positive work ethic essential to maintain employment.
4. Complete all the required performance objectives listed on the training agreement.

5. Demonstrate the ability to perform on the job all tasks required to successfully complete the pre-established performance objectives within time limits which are acceptable to the occupation and with the accuracy required to produce quality work.
6. Document successful completion of objectives at a meeting with the employer and SJC personnel, at which time a statement will be signed by all of the above verifying that all of the stated objectives and conditions of the Cooperative Education course have been met.