

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



COURSE OUTLINE

BSAD 335 – Advanced Business and Accounting Field Experience

Prepared By: Professor Charles R. Fenner, PhD

**SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS DEPARTMENT
Spring 2017**

- A. **TITLE:** Advanced Business and Accounting Field Experience
- B. **COURSE NUMBER:** BSAD 335
- C. **CREDIT HOURS:** 3
- D. **WRITING INTENSIVE COURSE:** No
- E. **COURSE LENGTH:** 15 weeks
- F. **SEMESTER(S) OFFERED:** Fall and Spring
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
40 hours work per credit hour
- H. **CATALOG DESCRIPTION:** This advanced business field experience offers hands-on experience working with small business entrepreneurs in a confidential and professional environment. Students have the opportunity to apply their educational, organizational and time management skills in solving real life business issues and assist less experienced interns.
- I. **PRE-REQUISITES/CO-REQUISITES:**
a. Pre-requisite(s): Completion of 45 credits and permission from dean.
b. Co-requisite(s): none
- J. **GOALS (STUDENT LEARNING OUTCOMES):**
By the end of this course, the student will be able to:

<i>Course Objective</i>	<i>Institutional SLO</i>
a. Provide excellent customer service in a dynamic environment	1. Communication 4. Intra/Inter Per
b. Execute current business strategy and evaluate its effectiveness	1. Communication 5. Industry, Professional, Discipline-Specific Knowledge and Skills
c. Create financial planning documents under appropriate supervision.	2. Crit. Thinking 5. Industry, Professional, Discipline-Specific Knowledge and Skills
d. Use appropriate company programs to fulfill customer orders.	2. Crit. Thinking 5. Industry, Professional, Discipline-Specific Knowledge and Skills
e. Assist with training of employees.	2. Crit. Thinking 5. Industry, Professional,

K. TEXTS: None

L. REFERENCES: None

M. EQUIPMENT: None

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA/METHODS:

- Weekly discussion boards.
- Portfolio
- Weekly summary of activities
- End of Course Presentation

P. DETAILED COURSE OUTLINE:

- I. Weekly Report (2 pages)
 - A. Weekly activities (1 page)
 - B. Essay linking theory to practice (1 page)
- II. Discussion Board Participation
- III. Mid-Term Review
- IV. Final Report
 - A. Portfolio
 - B. Lead professor/Supervisor Review