

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



MASTER SYLLABUS

BSAD 335 – Advanced Business and Accounting Field Experience

Created by: Charles Fenner

**SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS DEPARTMENT
Spring 2019**

- A. **TITLE:** Advanced Business and Accounting Field Experience
- B. **COURSE NUMBER:** BSAD 335
- C. **CREDIT HOURS:** 3
- D. **WRITING INTENSIVE COURSE:** No
- E. **GER CATEGORY:** NA
- F. **SEMESTER(S) OFFERED:** Fall/Spring
- G. **COURSE DESCRIPTION:** This advanced business internship program 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.
- H. **PRE-REQUISITES/CO-REQUISITES:**
a. Pre-requisite(s): ACCT 102 Accounting Principles II
- I. **STUDENT LEARNING OUTCOMES:**

<i>Course Student Learning Outcome [SLO]</i>	<i>PSLO</i>	<i>ISLO</i>
a. Provide excellent customer service in a dynamic environment	7. Interaction	4. Social Responsibility (TM)
b. Execute current business strategy and evaluate its effectiveness	3. Core Business Knowledge	5. Industry, Professional, Discipline Specific Knowledge and Skills
c. Create financial planning documents under appropriate supervision.	1. Critical Thinking and Analytical Competence	2. Critical Thinking (IA)
d. Use appropriate company programs to fulfill customer orders.	3. Core Business Knowledge	5. Industry, Professional, Discipline Specific Knowledge and Skills
e. Assist with training of employees.	9. Technology	5. Industry, Professional, Discipline Specific Knowledge and Skills

KEY	<u>Institutional Student Learning Outcomes [ISLO]</u>
	<u>1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills

	<i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. **APPLIED LEARNING COMPONENT:** Yes X No _____

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

IV. Completion and Submission of weekly activities report.