North Central State College

MASTER SYLLABUS	2025-2026

A.   Academic Division: Engineering Technology, Business & Criminal Justice Division

B.   Discipline: Accounting

C.   Course Number and Title: ACCT2096 Seminar

D.   Assistant Dean: Brooke Miller, M.B.A.

E.   Credit Hours: 1

F.   Prerequisites: None
        Co-requisite: ACCT2095 (must be concurrent)

G.   Last Course/Curriculum Revision Date: Fall 2024   Origin date: 08/10/2017

H.   Textbook(s) Title: None

I.   Workbook(s) and/or Lab Manual:

J.   Course Description: This course is taken concurrently with ACCT2095 Cooperative Work Experience. Students will discuss their work place experiences that occur during their Co-op Work Experience. Students must get permission of the instructor in order to enroll in this class. This class is Pass/No Pass (P/NP).

K.   College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	Cooperative Work Experience Final Paper - Communication – Written VALUE Rubric, End of term
Communication – Speech	Cooperative Work Experience Presentation - Communication – Speech VALUE Rubric, End of term
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	Cooperative Work Experience Final Paper and Presentation -- Information Literacy VALUE Rubric, End of term
Quantitative Literacy	

L.   Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Participate in discussion on topics pertaining to their Cooperative Work Experience.	Participate in discussion weekly throughout the term.
2. Present a college level presentation of their experience at their Co-op.	Make a Cooperative Work Experience Presentation at the end of the term.
3. Demonstrate college level writing skills.	Submit a Cooperative Work Experience Paper, at the end of the term.

M.   Recommended Grading Scale:
This class is pass/fail:

100-70   P
69- below   NP

T.   College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

*   *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf

Academic Division: Engineering Technology, Business, and Criminal Justice	**Discipline:** Accounting

Course Coordinator: Donna Kittle, MBA, CPA

Course Number: ACCT-2096-920	**Course Title:** Seminar
Semester / Session: Spring 2026	**Start / End Date:** 01/12/2026 – 05/08/2026

Instructor Information

Name: Donna Kittle, MBA, CPA	**Phone Number:** 419-755-4561	
	E-Mail Address: dkittle@ncstatecollege.edu	
Office Location: room 235 Kehoe	**Office Hours:**	

I.   Topical Timeline (Subject to Change):

Weeks	Topics	Assignment	Due Date
1-3	Review Skills learned at NCSC	On the job working, Presentation and Final Paper	January 30
3-4	Develop a Professional Attitude	On the job working	February 6
1-16	Employers' expectations	On the job working	April 24
14	Provide feedback on their work experience	Presentation and Final Paper	May 1
1-16	Discuss workplace issues	On the job working	May 1

II.   College-Wide Learning Outcomes

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	Cooperative Work Experience Final Paper - Communication – Written VALUE Rubric, week 15
Communication – Speech	Cooperative Work Experience Presentation - Communication – Speech VALUE Rubric, week 15
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	Cooperative Work Experience Final Paper and Presentation -- Information Literacy VALUE Rubric, week 15
Quantitative Literacy	Cooperative Work Experience Final Paper - Communication – Written VALUE Rubric, week 15

III.   Course Outcomes and Assessment Methods

Outcomes	Assessments – How it is met & When it is met
1. Complete 150 hrs. at an internship company.	Participate in discussion weekly throughout the semester.
2. Demonstrate at least 8 skills that they learned in the ACCT program at North Central State College or create 5 items that can be used for an employment portfolio.	Make a Cooperative Work Experience Presentation at the end of the semester.

Outcomes	Assessments – How it is met & When it is met
3. Describe accurately their working experience in the Accounting industry.	Submit a Cooperative Work Experience Paper, at the end of the semester.

IV.   Grading Guidelines:

    a. All work must be completed by the deadline.

        i. 20% late penalty minimum on each late submission and only applies to work that is submitted within one week of the assignment's due date. Assignments submitted more than one week late are not accepted.

            1. If extenuating circumstances occur, students are encouraged to communicate with the instructor as soon as possible for possible override of this policy. However, depending on the situation, advanced notice of the issue may be required.

            2. The instructor holds the right to accept or deny any student's request to make up work that does not appear to align with this policy.

            3. There are no late assignments accepted after the last day of the term – NO EXCEPTIONS! Any assignments listed with due dates within finals week are final.

        ii. Be sure to complete all assignments for each chapter.

        iii. If you have technical issues, please send an email ASAP.

        iv. The class is pass/fail

        100-70   P
        69- below   NP

        ACCT2095 – You must earn 70% of the total points to pass this class. This class and ACCT2096 are being graded in combination. The Grading spreadsheet is for both classes. Note the comment at the bottom of the Grading spreadsheet regarding Objective #2.

        ACCT2096 -- This class is graded Pass/No Pass. You must earn 70% of the total points for the semester in order to Pass. Please see the Grading spreadsheet for details.

V.   Classroom Expectations:

You are expected to work 150 hours at your cooperative work experience, keep all paperwork current, write a final paper and give a final presentation (and other work that is determined by the instructor). Be sure to stay current on Canvas. The presentation/paper must address Objective #2 from ACCT2095 and your success at meeting your goals.

VI.   Class Attendance and Homework Make-Up Policy

You must meet with me at the beginning of the semester to get everything set up. You will be required to give a presentation at the end of the semester to demonstrate what you accomplished during your cooperative work experience. Times will be determined later.

VII. Artificial Intelligence (AI) Policy

Artificial intelligence (AI) can be a valuable tool for academic purposes. AI may assist with generating ideas, checking grammar, and improving writing skills and other class-related tasks, but it should not be relied upon solely. Students are expected to demonstrate independent thinking and analysis and use AI to supplement their work. AI does not replace critical thinking and relying solely on AI to complete assignments undermines your learning.

Any work submitted must be the student's own, and using AI to generate entire assignments or portions of assignments is strictly prohibited and will result in academic consequences. To promote transparency and accountability, students must document their use of AI in any assignments, including the prompts or instructions they provided to the AI and any additional notes about the AI's output or their analysis. AI is not always accurate and may produce outdated, misleading, biased, or entirely incorrect information. Always verify any AI-generated content with credible academic sources.

Plagiarism, including using AI to generate assignments, not only cheats the student out of learning, but is considered a form of academic misconduct and will result in disciplinary action.