

Macao Polytechnic Institute

School of Business

Bachelor of Accounting

Module Outline

Academic Year 2020 / 2021

Semester 1

Learning Module	Practicum			Class Code	MGPO0142 -411
Pre-requisite(s)	Nil				
Medium of instruction	English			Credit	3
Lecture Hours	10 hrs	Practice	150 hrs	Total Hours	160 hrs
Instructor	Dr Steve Fong		E-mail	ccfong@ipm.edu.mo	
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Description

This is a co-operative arrangement between the School of Business and business entities to provide highly selected students opportunities to practice their acquired knowledge and to learn from professionals their conduct of business activities through coaching and field observation.

Learning Outcomes(CILOs)

After completing the learning module, students will be able to:

- 1) Develop the ability to critically observe and comment on the workflows or processes observed in the chosen fields of practice,
- 2) Explain the rationality behind these procedures vis-a-vis traditional text book approach,
- 3) Design a small-scaled system or workflow suitable for the function(s) under their practice,
- 4) Compose financial statements suitable for external and internal reporting purposes (in the case of accounting training), or
- 5) Compose business report for the business function that student is involved during the training.
- 6) Develop academic writing/presentation skills and build systematically an ability to provide rational and logical presentation of results, as well as criticising or defending the conclusions made.

Alignment of Program and Course Intended Learning Outcomes

(See Appendix I)

Content

The following activities characterize the main content of this course. It starts with a Practicum Course Proposal initiated by the student who intends to take the Practicum as his/her elective study. It must be accompanied by a Letter of Intent issued by the prospective business entity that accepts the student to practice in their entity, and signed by a worksite supervisor who will be responsible for supervising the work of the student. The student must also prepare a daily journal to record and describe his/her work at the work site. Periodic meeting with the student's appointed faculty advisor, who has promised to monitor his learning progress, is necessary to report his/her work progress. At the end of the practicum, a written final report must be submitted to the advisor, and an oral presentation of the final report will be scheduled.

Practicum Course Proposal

The Practicum Course Proposal describes, in narrative format, the guidelines, goals, duties and responsibilities of the student while working at the practicum site. It is necessary to identify learning and performance objectives in the chosen major field of study. It is also necessary to explain the reasoning behind selecting this particular business, and describe the activities at the practicum site that will enable the student to achieve the goals and objectives in the proposal.

Letter of Intent

The Letter of Intent (also called a Letter of Acceptance) from the prospective business practicum site must be submitted to the academic advisor of the Practicum. This letter is signed and chopped (affixed with the company seal) by the Site Supervisor, accepting the student for the practicum. Date, title position and signature of the Site Supervisor, and phone number must be included.

Daily Journal and Log Record

These are records of the dates, hours, and description of work performed at the practicum site and must be prepared, signed and dated by the students.

Teaching Method

Teaching & Learning activities (TLA)

TLA1: This course is delivered primarily through work placements which will provide students with practical work experience. Work placements emphasize the importance of learning by doing. They're where students can transfer their knowledge to actual work. Such an external learning experience established in collaboration with community organizations is an important component of the Accounting Program.

TLA2: The student will need to write a paper at the end of the semester which will evaluate how the learning objectives were met, and "lessons learned", for example, how he or she will do things differently in the future. The goal of this paper is to get the student to critically evaluate his/her own company or another company that he/she knows.

Alignment of CILOS with TLAs

TLAs	Brief Description	CILO No.					
		1	2	3	4	5	6
TLA1: Work placements	The practicum provides general training and experiences in the workplace, where students are doing some work in accounting or other business functions as part of their responsibilities. These responsibilities may include payables, payroll, receivables, general accounting, income taxes, and bank reconciliation, etc. Other business functions may include Marketing, Human resource management, etc. It is expected that students are going to learn and observe how accounting interacts with other business functions. It is highly desirable that students can be able to identify the strength and weakness of the workplace during their observation and learning period.	√	√	√	√	√	
TLA2: Final Report and Presentation	Most companies have some flaws in the way they have set up their accounting or business functions, and the student will need to make suggestions about how a company can better design its systems. The advisor will talk about this project at length throughout the semester.	√	√	√	√	√	√

Alignment of CILOS with TLAs

In order to achieve the outcomes of this course, students are expected to perform the following learning tasks:

- 1) Prepare and collect information to prepare reports.
- 2) Seek advice from instructor for difficulties encountered.

Attendance

Students are required to periodically meet with their faculty advisor to report their progress and/or problems that they have encountered during their work study. A minimum of 150 hours at work site must be completed and documented.

Assessment

Selected student is to gather material during each practicum and to compile a portfolio to be turned in to the advisor at the end of the Practicum. The faculty advisor will not submit a practicum grade unless he/she has received all completed paperwork and/or assignments. The student is required to arrange an evaluation report to be prepared and submitted by his/her employer describing the types of works that have been done, and their assessment and comments of his/her performance. At the end of the semester, the student must also prepare a report of his/her observation and learning experience, as well as his/her analysis of the strengths and weaknesses that he/she has identified and suggestions for improvement. The grading distribution is as follows:

	Item and Description to assess students' achievement of CILOS	Percentage	Outcomes to be assessed by the tools
1.	On-site supervisor's assessment (forms completed for student evaluation)	40%	CILOS 1-5
2.	Written Final Report (practicum achievement summarized)	50%	CILOS 1-6
3.	Oral Presentation (class presentation of work report)	<u>10%</u>	CILOS 6
	Total Percentage:	100%	

If successful, only a grade of Pass (P) or Fail (F) will be given on the basis of the practicum supervisor evaluations.

Plagiarism Policy

When a student submits an assignment or report, he has a duty to ensure that his work has been checked by Turnitin software, and the similarity score given by Turnitin software cannot be higher than 30%. However, a special case can be determined by the instructor.

Teaching Material(s)

Not required.

Textbook

Not required.

Reference

None

Alignment of Program and Course Intended Outcomes

CILOs	1	2	3	4	5	6
PILOs						
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.						
2. Assess general business scenarios with mathematical and statistical skills.						
3. Apply critical thinking and logical analysis skills and techniques to solve business problems.	√	√	√	√	√	√
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.	√	√	√	√	√	√
5. Apply accounting or business software for business analysis.						
6. Develop queries to assess management information from database to improve efficiency and effectiveness.						
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.						
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environment.						√
9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice .	√	√	√	√	√	√
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.	√	√	√	√	√	√