

Business Management

Certificate

2017/2018



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Business Management

Certificate

18 Hours

Program Goals

Business Management Certificate

The Business Management Certificate provides education in business theory and practical applications for business owners, entrepreneurship, managers, supervisors, and for gainful employment opportunities. The curriculum provides an overview of business to include finance, management and marketing.

Coursework in the Business Management Certificate can be applied toward the Associate of Applied Science Degree in Business Administration. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075 to meet all graduation requirements.

BUSINESS MANAGEMENT

CERTIFICATE

Minimum of 18 Credit Hours

(2015-2018 Catalog)

Certificate Requirements	Credit Hours: 18
PROGRAM REQUIREMENTS.....	(12 hours)
BUS105 Introduction to Business	3
BUS120 Principles of Finance	3
MGMT207 Principles of Management	3
MKT201 Principles of Marketing	3
Approved Electives.....	(6 hours)
ACCT 200 Accounting Principles I	4
ACCT 201 Accounting Principles II	4
CSA 150 Computer Fundamentals	3
MGMT211 Business Ethics	3
MGMT218 Principles of Small Business Management	4

Requirements for the Business Management Certificate:



- A student who has previously earned an associate degree from LCC – School of Business is ineligible to receive the certificate.
- The certificate will not be awarded concurrently with any associate degree offered through the School of Business.
- A minimum of 12 credit hours for the certificate requirements must be completed at LCC and all courses must be completed within five years of term of graduation.
- Additional courses offered through the School of Business may be used as approved electives.

Course Descriptions and Learning Outcomes (Competencies)

ACCT200 Accounting Principles I (ACCT 2113 Principles of Accounting I (Financial)) 4;(4,0)

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GMP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

Learning Outcomes:

Upon successful completion of this course, with a minimum of 70%=C, the student should be able to:

1. Analyze business transactions, their effects on the financial statements and the interrelationships of the financial statements involving the following:
 - a. Cash transactions
 - b. Receivables and Net Realizable Value
 - c. Operational Assets and Depreciation
 - d. Inventory
 - e. Current Liabilities
 - f. Long-term Liabilities
2. Define, identify and demonstrate the impact of adjusting entries on financial statements.
3. Explain and demonstrate the differences between cash and accrual basis accounting.
4. Define and identify generally accepted accounting principles.
5. Analyze equity ownership transactions and their effect on the financial statements.
6. Identify the cash flow statement activities and explain the purpose of the cash flow statement.
7. Perform ratio analysis to evaluate financial statements.

ACCT201 Accounting Principles II (ACCT 2123 Principles of Accounting II (Managerial)) 4;(4,0)

An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems.

Learning Outcomes:

Upon successful completion of this course, with a minimum of 70%=C, the student should be able to:

1. Identify the differences between financial and managerial accounting.
2. Illustrate the accumulation of costs in cost accounting systems.
3. Describe the basic elements of the budgeting process, its objectives and budget preparation.
4. Define and classify cost behavior.
5. Perform cost-volume-profit analysis for decision making.
6. Perform differential (incremental) analysis for business decision making.
7. Explain the cause of the variance and its effect on the income statement.
8. Explain and demonstrate the difference between traditional costing and activity-based costing.

BUS105 Introduction to Business (BUSA 1113 Introduction to Business) 3;(3,0)

Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

Learning Outcomes:

Upon successful completion of this course, with a minimum of 70%=C or better, the student should be able to:

1. Explain how business and entrepreneurship affect the quality of life and the world around us.
2. Explain the characteristics of the different forms of business ownership.
3. Perform basic stakeholder analysis concerning accountability, ethics and social responsibility of business.
4. Demonstrate knowledge of the various dimensions of the business environment including political and legal, socio-cultural, environmental, diversity, economic, technological, and global.
5. Describe the purpose and functions of finance, operations, marketing, management, accounting, and information systems.

BUS120 Principles of Finance BFIN 2013 Introduction to Finance 3;(2,2)

Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis.

Learning Outcomes:

Upon successful completion of this course, with a minimum of 70%=C or better, the student should be able to:

1. Explain the time value of money and its application in decision-making, including calculating present and future values of single payment and series of payments.
2. Identify the major sources of external long-term financing for corporations.
3. Explain risk-return tradeoff as it relates to diversification.
4. Differentiate the role of finance from other related disciplines such as accounting and economics.
5. Demonstrate knowledge of capital markets and securities (debt and equity).
6. Describe basic types of financial ratios and their uses.
7. Demonstrate the ability to prepare cash flows and make qualitative judgments on the relevance of the changes from one-time frame to another.

Optional:

1. Personal finance topics such as managing credit and investments.

CSA150 Computer Fundamentals (BCIS 1113 Fundamentals of Information Systems) 3;(2,2)

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making.

Learning Outcomes:

Upon successful completion of this course, with a minimum of 70%=C or better, the student should be able to:

1. Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.
2. Explain how to use the information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.
3. Evaluate bias, accuracy and relevance of information and its sources.
4. Use productivity tools for communications, data analysis, information management and decision making.
5. Describe and use current information systems and technologies.

MGMT207 Principles of Management (MGMT 2113 Principles of Management) 3;(3,0)

An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling; while considering management's ethical and social responsibilities.

1. Explain the major functions of management including planning, organizing, communications, controlling, motivating, leading, and staffing.
2. Recognize major developments in the history of management thought.
3. Describe the basic managerial processes including decision-making and other key skills necessary for managers to perform their roles.
4. Identify an organization's stakeholders and the importance of social and ethical responsibility of managers.
5. Explain the formulation and implementation of strategic planning, including the relationship between goals, plans, vision statements, and mission statements.
6. Describe the strategies managers use to help organizations adapt to changing internal and external environments.
7. Explain organizational change, forces for change, sources of resistance to change, and the techniques managers can use to implement and facilitate change.

MGMT211 Business Ethics	3;(3,0)
This course is the study of theoretical and practical problems of moral conduct in the field of business. Emphasis is placed on the application of ethical theories and the practical problems encountered in the day-to-day conduct of business affairs.	
Learning Outcomes:	
Upon successful completion of this course, with a minimum of 70%=C or better, the student should be able to:	
1. Demonstrate the importance of ethical and corporate responsibility.	
2. Identify the value of ethics and social responsibility in building and maintaining business relationships.	
3. Identify & differentiate between an ethical or unethical situation.	
4. Describe, analyze, develop, and follow policies for managing ethical and legal issues in organizations and in a technology-based society	
5. Assess the role of ethics and social responsibility in decision making	

MGMT218 Principles of Small Business Management	4;(4,0)
This course provides students with extensive knowledge of the steps needed to start and run a small business. Topics include; entrepreneurial opportunities, preparing the business plan, marketing and managing small business operations, financial and administrative controls, and social and legal environment.	
Learning Outcomes:	
Upon successful completion of this course, with a minimum of 70%=C or better, the student should be able to:	
1. Demonstrate the importance of a business plan for small businesses;	
2. Demonstrate and utilize all elements in a business plan;	
3. Identify business opportunities in starting, operating, and maintaining a business, and	
4. Recognize the importance of customer service	

Program Map

The program map marks courses that are scheduled by semester in order to complete this degree within two years. Refer to Appendix A for the program map.

Professional Development

Vanessa Velasquez. School of Business Administrative Assistant, Acct218 Quickbooks (DL) Summer 2018

Courses Offered by Semester

Fall 2017

ACCT200 Accounting Principles I	BUS 105 Introduction to Business	CSA150 Computer Fundamentals
MGMT207 Principles of Management	MGMT211 Business Ethics	MKT201 Principles of Marketing

Spring 2018

ACCT201E Accounting Principles II (DL) Asynchronous	BUS120E Principles of Finance (DL) Asynchronous	MGMT211 Business Ethics
MGMT218 Principles of Small Business Management		

Summer 2018

N/A	
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Retention Rates Fall to Spring (As determined in Academic Meeting on July 5, 2018, Maxine will pull these numbers)

Fall

Course	Total Fall Enrollment	Spring Enrollment
ACCT 200 Accounting Principles I	12	0
ACCT 201 Accounting Principles II	0	8
ACCT 218 QuickBooks	0	0
ACCT 231 Intermediate Accounting	1	0
BUS 102 Quantitative Methods in Business	0	0
BUS 120 Principles of Finance	0	23
CSA 150 Computer Fundamentals	30	15
BUS 295 Business Capstone	1	3
ECON208 Macroeconomics	17	16
ECON209 Microeconomics	18	26

Accounting	Total Fall Enrollment (for all courses)	Spring Enrollment (for all courses)
	79	91

Enrollment (Three-Year Annual Trend)

Fall

2015/2016	2016/2017	2017/18
10	5	8

By Course

Course	Credit	# Students Enrolled	Student Credit Hours
ACCT200	4	NO DATA from IT	
ACCT201	4	NO DATA from IT	
BUS105	3	11	33
BUS120	3	0	0
CSA150 (STEM)			
MGMT207	3	13	39
MGMT211	3	NO DATA from IT	
MGMT218	4	NO DATA from IT	
MKT201	3	35	105

Graduation (Three-Year Annual Trend)

2015/2016	2016/2017	2017/18
3	2	2

Synopsis of Significant Findings

- November 20, 2017 a new School of Business Director was Hired.
- School of Business staff work to complete ACBSP annual report.
- Faculty Advisor position filled as a temporary 6 month position.
- Difficult to find a qualified faculty to take the full-time faculty position that was opened Fall 2017. Still unfilled.
- Full time faculty position offered with a Tentative start date July 2018
- Full time faculty position II-interviews tentatively scheduled July 2018
- Faculty/Staff Advisor position- interviews tentatively scheduled July 2018

Program Improvement Plans Implemented or In-Progress

- School of Business moved into Media Arts building November 2017
- Smart Board installation will be placed into new computer classroom
- School of Business Computer classroom tentative completion Fall 2018 with new desks and new state of the art high speed computers.

Advisory Committee Work

To date, an accounting Advisory Committee has not been established. School of Business will work in the future to establish a Business Advisory Board encompassing Accounting, Business Administration, General Business and the Business Management Certificate.

Student Advisement by Semester

Fall 2017:

Spring 2018:

Summer 2018:

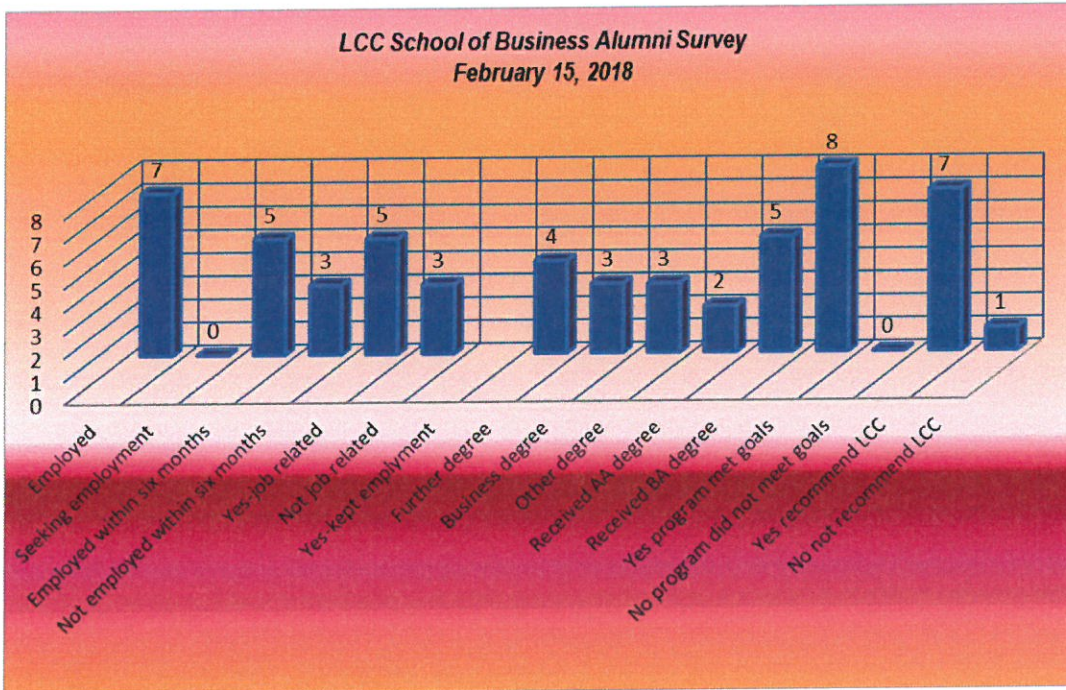
Yearly Return on Investment

Type/students/ instructor	Business Management Certificate		Total Students	Student Credit Hours	Tier	Tier Funding total (SCH X \$133)	Tuition (\$40 X # of Students)	Total Revenue	Instructor Cost	Fringe	Instructor Cost total	63/64 Cost	Profit (Revenue - Costs) = A9-A10
	FALL 2017	Spring 2018											
ACCT200 4CH	F2F 9 Tucker	NA	9	36	1	\$4,788	\$360	\$5,148	\$2,600	\$866	\$3,466	\$0	\$1,682
ACCT201 4CH	NA	Asy 8 Chavez	8	32	1	\$4,256	\$320	\$4,576	\$0	\$0	\$0	\$0	\$4,576
BUS105 3CH	F2F Montano	NA	11	33	1	\$4,389	\$440	\$4,829					
BUS120 3CH	NA	Asy 23 Ortega	23	69	1	\$9,177	\$920	\$10,097	\$2,600	\$866	\$3,466	\$0	\$6,631
CSA150 3CH (STEM)													
MGMT207 3CH	F2F Ortiz	NA	13	39	1	\$5,187	\$520	\$5,707					
MGMT211 3CH	F2F Ortega	F2F Casados	12	36	1	\$4,788	\$480	\$5,268					
MGMT218 4 CH	ASY Lopez	NA	NO DATA FROM IT										
MKT201E 3CH	Online Erickson	NA	11	33	1	\$4,389	\$440	\$4,829					
		Totals	87	278		\$36,974	\$3,480	\$40,454	\$5,200	NA	\$6,932	\$0	\$12,889

Cost per Graduate- Revenue-Costs/students graduated this year

Alumni Surveys

38 Alumni surveys were mailed to student in February 2018. Of those surveys mailed, 7 students replied. The results of those students responding is as follows:



Program Learning Assessment Plan (Weave)

Appendix B should be a print out of the program learning assessment plan created by the faculty.

Student Work Placement

This is work by the students after graduation. Advisors will have to keep in contact with graduating students. This information is not currently available as a Faculty/Staff (Advisor) is has not been hired.

Curriculum Committee Work

On April 4, 2018, the approval paperwork for moving MGMT218 Principles of Small Business Management under the Associate of Applied Science Degree Business Administration from an approved elective under the 2015-2018 catalog to a program requirement. MGMT211 Business Ethics would be moved down to the Approved Electives position. The credits hours required to completion of this degree will not be affected and will remain at 61 credit hours.

Swapping MGMT218 Small Business Management and MGMT211 Business Ethics will greatly benefit the students as MGMT218 is articulated and will transfer to other educational Institutions while MGMT211 Ethics did not transfer.



Accreditation

ACBSP is the secondary accreditation that is required for the School of Business. As of July 3, 2018, the School of Business was notified that the School of Business has been accredited until 2020.

Evaluation of the Program

The 2017 Academic year saw the School of Business baseline statistics being analyzed for the first time in LCC history. Since this was the first year being analyzed, this year will be used as a baseline with future analysis being more meaningful.

Some of the significant initial findings were:

Weave Assessment Software

In April 2018, the College purchased a software program, Weave, to assist all departments track, analyze and make improvements to the assessment component of each course offered by the College. Mrs. Nicole Collins and Mrs. Betsy Sanchez, Stem Full time employees, are co-persons for the assessment committee spearheading implementing Weave into a viable program for assessment for the College. Since the Co-chairs are faculty, the Weave program got off the ground and upon return of the co-chairs for Fall 2018, the implementation of the program will continue to be overseen and full implementation of the program will be underway in Fall 2018.

Faculty Qualifications

The Accounting Program still faced challenges concerning faculty qualifications for offering all classes required versus classes that are required to complete the accounting program. Some of the issues that impacted the Accounting Program was the fact that Luna Community College resides in a rural area of New Mexico. It is a challenge to find instructors who qualify to teach under the subfields in the MBA umbrella. The subfields include Accounting, Finance, Marketing, Finance, Economics and Management. Most MBAs applying fall into the subfield of management.

Higher Learning Commission Show-Cause Order

On November 8, 2017, Higher Learning Commission (HLC) placed Luna Community College (LCC) on a "Show -Cause Order". A Show-Cause Order is a procedural order that requires an institution to present its case as to why accreditation should not be withdrawn. Because of the Order, LCC was concentrated on meeting Criterion responses which would be acceptable to the HLC to stay accredited. LCC met the challenge of simultaneously addressing the Show-Cause order and in this case, the School of Business, propelling forward at the same time. Although it was strenuous work addressing the HLC concerns, it helped the School of Business analyze more carefully all programs within its preview.

Leadership Challenges

In November 2017, a Director for the School of Business was hired. The only Staff actively in the School of Business was the Administrative Assistant who was taking direction from the Vice President, Academic Affairs, LCC. The School had had major difficulty with securing a permanent Director with other Department Heads lending themselves to run the School of Business part time in addition to their own Departments. Eventually, the VP was singlehandedly managing the School of Business along with having oversight of 6 other departments with 2 other departments having a Director hired in the last quarter of 2017.

Equipment and Facilities



Upon the arrival of the newly hired Director, School of Business, there was no facilities for the School of Business to be housed in. The Administrative Assistant was still working out of an office located in what would become the Humanities Building. In November 2017, The Media Education Center (MEC) would become home to the School of Business. The administrative assistant would be moved from Humanities Building to an office in the MEC.

At that time, there was no furniture, no equipment and no supplies belonging to the School of Business. The VP of Academic Affairs again promptly equipped the School of Business with furniture, computers, some supplies giving the School to function with all the circumstances which were in place.

Since that faithful day, the School of Business has 5 office spaces for staff and Faculty with equipment being purchased through the procurement process. The struggle still remains for the School of Business to be equipped with at least 1 classroom/lab to be utilized for resident classes and as a lab for students who require a computer on main campus. There is also no storage facilities for any equipment.

Since no classroom for the School of Business existed in the MEC before the Director arrived, the 2018-2019 budget called for new computers, desks and a smart board for use in the classroom. The School of Business is awaiting approval and posting of the budget for the current fiscal year.

Faculty/Staff

The School of Business is authorized the following staffing:

Director	Lita G. Bernal
Administrative Assistant	Vanessa Velasquez
Full time Faculty	Reyes Coca (Tentative)
Full time Faculty	Not filled
Faculty/Staff (Advisor)	Not filled

The Faculty/Staff position was renamed from the Faculty/Advisor position. A temporary full-time employee was hired from January to June 30, 2018 with the contract ending at that time. Mr. Coca is tentatively scheduled to begin employment in Fall 2018 semester. Interviews are currently being scheduled for full-time faculty and the Faculty/Staff Position.

Appendix A: Program Map for Business Management Certificate

Business Management Certificate 18 Credit Hours Required			
1st Academic Year			
Term 1/Fall Semester	Credit	Term2/Spring Semester	Credit
BUS105 Introduction to Business	3	Approved Electives	6
BUS120 Principles of Finance	3		
MGMT207 Principles of Management	3		
MKT201 Principles of Marketing	3		
Semester Total	12	Semester Total	6
Program Total=18 Credit hours			



Appendix B: Program Assessment of Learning

There was no assessment of learning "Weave" available since there were no students enrolled on the certificate program.

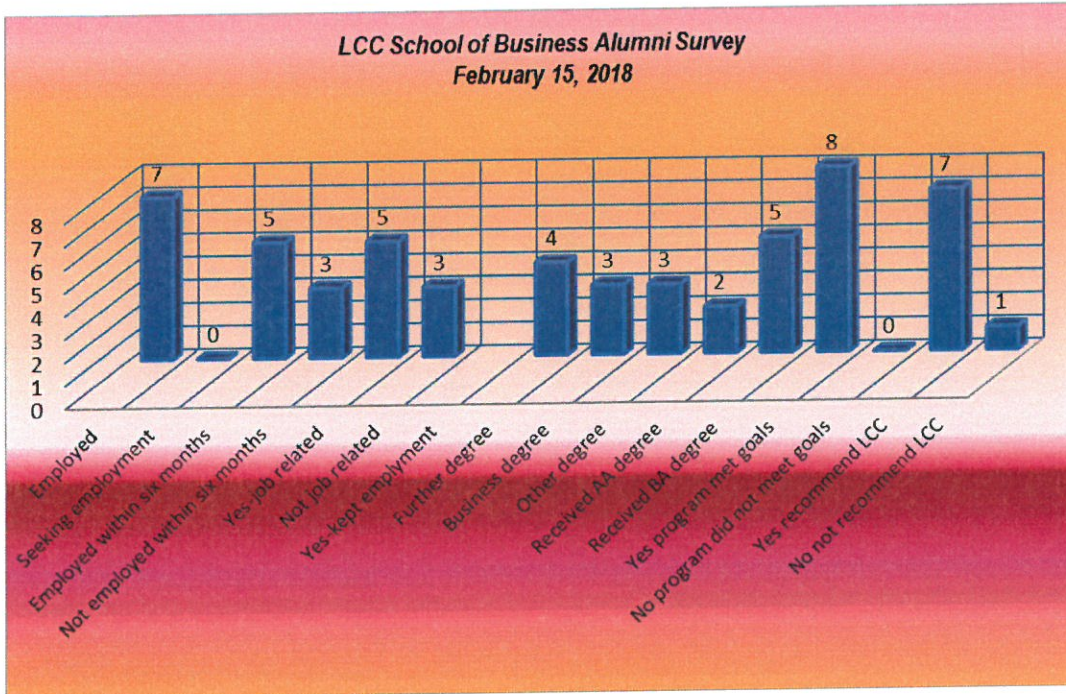
Evaluation of the course learning objective is accomplished in conjunction with the Associate degree programs. Each of the classes required by the certificate are also required within each of the associate programs and are embedded within those associate programs. It is assumed that if the students passed the same course required by the associate programs, those courses are also completed within the certificate program.

Each student enrolled in a certificate program is monitored by the School of Business advisor. Once the student has completed the required and elective courses required by the program, the advisor reviews each course since it is the same course required by the associate programs. If the student has passed each course required by the certificate, the advisor then coordinates with the registrar's office for processing of the certificate.

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Appendix A: Program Map for Accounting AAS



SCHOOL OF BUSINESS

Accounting: Associate of Applied Science Degree Program Map

ACCOUNTING Associate of Applied Science Degree Minimum of 62 Credit Hours

The Associate of Applied Science degree in Accounting is designed to teach students accounting principles and practices. The purpose of the degree is to provide students entry-level accounting skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in accounting or related field. If the primary goal is to transfer, the student must learn in advance of the requirements of the intended school or university. Students are required to consult with their LCC advisor for proper advisement and course selection.

Degree Requirements	Credit Hours: 62
General Education Core.....	(36 hours)
Area I. Communications.....	(9 hours)
ENG 111 Freshman Composition	3
ENG 115 Freshman Composition II	3
SPCH 111 Public Speaking -OR-	3
SPCH 112 Interpersonal Communication	3
AREA II. Mathematics.....	(4 hours)
MATH 180	4
AREA III. Laboratory Science.....	(8 hours)
AREA IV. Social and Behavioral Sciences.....	(9 hours)
ECON 208 Principles of Macroeconomics (Required Course)	
ECON 209 Principles of Microeconomics (Required Course)	
AREA V. Humanities and Fine Arts.....	(6 hours)
PROGRAM REQUIREMENTS.....	(26 hours)



ACCT 200	Accounting Principles I	4
ACCT 201	Accounting Principles II	4
ACCT 218	QuickBooks	4
ACCT 231	Intermediate Accounting	4
BUS 102	Quantitative Methods in Business	3
BUS 120	Principles of Finance	3
CSA 150	Computer Fundamentals	3
BUS 295	Business Capstone	1

Accounting: Associate of Applied Science Degree Program Map

The Associate of Applied Science Degree in Accounting is designed to teach students accounting principles and practices. The purpose of the degree to provide students entry-level accounting skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in accounting or related field. If the primary goal is to transfer, the student must learn in advance of the particular requirement of the intended school or university. Students are required to consult with their LCC advisor for proper advisement and course selection.

Degree Requirements Credit Hours: 62 - (General Education Core -36 credit hours)

ACCOUNTING DEGREE 62 Credit Hours Required							
1st Academic Year				2nd Academic Year			
Term 1/Fall Semester	Credit	Term 2/Spring Semester	Credit	Term 3/ Fall Semester	Credit	Term 4/Spring Semester	Credit
ENG111 Freshman Composition I	3	ENG115 Freshman Composition II	3	Humanities & Fine Arts	3	ACCT218 Quickbooks	4
MATH180 College Algebra	4	SPCH111 Public Speaking OR SPCH115 Interpersonal Communication	4	ECON208 Principles of Macroeconomics	3	ECON209 Principles of Microeconomics	3
Laboratory Science	4	Laboratory Science	4	ACCT200 Accounting Principles I	4	ACCT201 Accounting Principles II	4
Social & Behavioral Science	3	Humanities and Fine Arts	3	BUS102 Quantitative Methods in Business	3	ACCT231 Intermediate Accounting	4
		CSA150 Computer Fundamentals	3	BUS120 Principles of Finance	3	BUS295 Business Capstone	1
Semester Total	14	Semester Total	16	Semester Total	16	Semester Total	16
Program Total=62 Credit hours							

***It is highly recommended that students needing remedial courses utilize the summer semester to continue on a program map. This would allow students to complete their program of study within the traditional two academic years.**



Appendix B: Program Assessment of Learning

LCC Academic Accounting AAS PLO Assessment Plan Not Started

Program Goal 1 Accounting Program The Associate of Applied Science degree in Accounting is designed to teach students accounting principles and practices. The purpose of the degree is to provide students entry-level accounting skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in accounting or related field. Year 1 This three year plan (2017/18, 2018/19, 2019/20) will evaluate all Accounting degree PLOs and three general education PLOs: 1.1 Explain the ethics of accounting practices and procedures. 1.2 Apply generally accepted accounting principles regarding the recording of assets and liabilities, the use of special journals, merchandise accounting, internal control practices, cash, inventories, plant assets and interest computations. 1.3 Describe the accounting entries for partnership formations, corporations, stocks, dividends, bonds payable. and cash flow statements. 1.4 Apply managerial accounting concepts and principles, manufacturing accounting, planning and control, for business decision making. 1.5 Be familiar with the capabilities of integrated computerized accounting packages, specifically using QuickBooks to develop Chart of Accounts, manage accounts payable, accounts receivable, and payroll, and to develop, print, and analyze financial statements. 1.6 Apply legal and mechanical practices in accounting for governmental units and special non-profit organizations. 1.7. Explain payroll tax and employment reports, forms and deposits. Gen Ed: Communication Critical Thinking Digital Literacy BUS295 Business Capstone course will be used for assessment of the

The School of Business prepares all students for business dynamics across all aspects of the business world. All students shall be prepared for all challenges which they may encounter from ethics to specific learning objectives in all the degree programs. The Department Goal is to prepare students for a successful career provided with a strong foundation delivered at the Luna School of Business. Program Mission Statement

Source of Evidence Capstone assignment - Academic Direct

Digital Literacy BUS295 Business Capstone course will be used for assessment of the Associate of Applied Science degree in Accounting Program Learning Outcomes 1.1 Explain the ethics of accounting practices and procedures. Description Students shall be able to explain ethical issues during all accounting practices and procedures. Supported Initiatives (5) General Education •Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc. •Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc. •Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc. •Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc. •Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment

PLO Assessment Method 1.1.1 BUS295 Business Capstone

Description The Capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam bases on the program learning

outcomes. It is the intent of the course that the student bring to bear all the learning and knowledge from the course work to show competence in the selected field of business. The student will

Improvement Type Audit

Improvement Description Academic student learning acceptable, process is working well or exceeding expectations

course work to show competence in the selected field of business. The student will take the Capstone in the Spring at LCC. Prerequisite: Instructor approval. Describe the assessment method and Course used to assess this PLO. BUS 295 Business Capstone

Benchmark/Target 1.1.1.1 Exceeded Benchmark/Target The Benchmark for this course is 70% = C or better. The target is to have 100% of students passing earning 85% or better. Finding 3 students enrolled in the course for Spring 2018. All students passed with 90% or better ultimately exceeding the benchmark of 85% or better. Analysis of Finding Since there is only one semester that has been offered, BUS295, Business Capstone, appears to have met all goals and requirements as set forth by the department. The Course will be reevaluated when it is offered in the 2018-2019 academic year.

Improvement Director shall get more involved with the monitoring of all aspects of the capstone course. A rubric will be created to better reflect the PLOs for this program.

1.2

Apply generally accepted accounting principles regarding the recording of assets and liabilities, the use of special journals, merchandise accounting, internal control practices, cash, inventories, plant assets and interest computations.

Source of Evidence Capstone assignment - Academic Direct

Description Students shall be able to use GAAP in recording all aspects of accounting practices. Supported Initiatives (5) General Education •Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc. •Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc. •Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc. •Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc. •Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment

PLO Assessment Method 1.2.1 BUS295 Business Capstone

Description The Capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam based on the program learning outcomes. It is the intent of the course that the student bring to bear all the learning and knowledge from the course work to show competence in the selected field of business. The student will take the capstone in the Spring at LCC. Prerequisite: Instructor approval. Describe the assessment method and Course used to assess this PLO. ACCT200 Accounting Principles I ACCT201 Accounting Principles II ACCT231 Intermediate Accounting BUS295 Business Capstone

Improvement Type Audit

Improvement Description Academic student learning acceptable, process is working well or exceeding expectations

Benchmark/Target 1.2.1.1 Exceeded Benchmark/Target The Benchmark for this course is 70% = C or better. The target is to have 100% of students passing earning 85% or better. Finding 3 students enrolled in the course for Spring 2018. All students passed with 90% or better ultimately exceeding the benchmark of 85% or better. Analysis of Finding Since there is only one semester that has been offered, BUS295, Business Capstone, appears to have met all goals and requirements as set forth by the department. The Course will be reevaluated when it is offered in the 2018-2019 academic year.

Improvement Director shall get more involved with the monitoring of all aspects of the capstone course. A rubric will be created to better reflect the PLOs for this program.

1.3

Describe the accounting entries for partnership formations, corporations, stocks, dividends, bonds payable, and cash flow statements. Description Students shall be able to describe accounting entries used in accounting documentation for partnership formations, corporations, stocks, dividends, bonds payable, and cash flow statements. Supported Initiatives (5) General Education •Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc.

Source of Evidence Capstone assignment - Academic Direct

- Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc.
- Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc.
- Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc.
- Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc.
- Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment

PLO Assessment Method 1.3.1

Description The capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam based on the program learning outcomes. It is the intent of this course that the student will bring to bear all the learning and knowledge from the course work to show competence in the selected field of business. The student will take the capstone course in the Spring at LCC. Prerequisite: Instructor Approval Describe the assessment method and Course used to assess this PLO. ACCT200 Accounting Principles I BUS120 Principles of Finance

Benchmark/Target 1.3.1.1 Exceeded Benchmark/Target The Benchmark for this course is 70% = C or better. The target is to have 100% of students passing earning 85% or better.

Improvement Type Audit



Improvement Description Academic student learning acceptable, process is working well or exceeding expectations

Finding 3 students enrolled in the course for Spring 2018. All students passed with 90% or better ultimately exceeding the benchmark of 85% or better. Analysis of Finding Since there is only one semester that has been offered, BUS295, Business Capstone, appears to have met all goals and requirements as set forth by the department. The Course will be reevaluated when it is offered in the 2018-2019 academic year.

Improvement Director shall get more involved with the monitoring of all aspects of the capstone course. A rubric will be created to better reflect the PLOs for this program.

1.4

Apply managerial accounting concepts and principles, manufacturing accounting, planning and control, for business decision-making. Description Students shall be able to make and apply decisions concerning managerial accounting concepts and principles, manufacturing accounting, planning and control, for business decision-making. Supported Initiatives (5) General Education •Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc. •Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc. •Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc. •Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc.

Source of Evidence Capstone assignment - Academic Direct

•Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc. •Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment

PLO Assessment Method 1.4.1

Description The capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam based on the program learning outcomes. It is the intent of this course that the student will bring to bear all the learning and knowledge from the course work to show competence in the selected field of business. The student will take the capstone course in the Spring LCC. Prerequisite: Instructor Approval Describe the assessment method and Course used to assess this PLO. ACCT200 Accounting Principles II

Benchmark/Target 1.4.1.1 Exceeded Benchmark/Target The Benchmark for this course is 70% = C or better. The target is to have 100% of students passing earning 85% or better. Finding 3 students enrolled in the course for Spring 2018. All students passed with 90% or better ultimately exceeding the benchmark of 85% or better. Analysis of Finding Since there is only one semester that has been offered, BUS295, Business Capstone, appears to have met all goals and requirements as set forth by the department. The Course will be reevaluated when it is offered in the 2018-2019 academic year.

Improvement Type Audit



Improvement Description Academic student learning acceptable, process is working well or exceeding expectations Course will be reevaluated when it is offered in the 2018-2019 academic year.
Improvement Director shall get more involved with the monitoring of all aspects of the capstone course.
A rubric will be created to better reflect the PLOs for this program.

1.5

Be familiar with the capabilities of integrated computerized accounting packages, specifically using QuickBooks to develop Chart of Accounts, manage accounts payable, accounts receivable, and payroll, and to develop, print, and analyze financial statements. Description Students shall be familiar with software packages such as QuickBooks to develop Chart of Accounts, manage accounts payable, accounts receivable, and payroll, and to develop, print, and analyze financial statements. Supported Initiatives (5) General Education •Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc. •Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc. •Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc. •Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc. •Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment

Source of Evidence Capstone assignment - Academic Direct

Improvement Type Audit

Improvement Description Academic student learning acceptable, process is working well or exceeding expectations

PLO Assessment Method 1.5.1 BUS295 Business Capstone

Description The capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam based on the program learning outcomes. It is the intent of this course that the student will bring to bear all the learning and knowledge from the course work to show competence in the selected field of business. The student will take the capstone course in the Spring at LCC. Prerequisite: Instructor Approval Describe the assessment method and Course used to assess this PLO. ACCT218 Quick Books

Benchmark/Target 1.5.1.1 Exceeded Benchmark/Target The Benchmark for this course is 70% = C or better. The target is to have 100% of students passing earning 85% or better. Finding 3 students enrolled in the course for Spring 2018. All students passed with 90% or better ultimately exceeding the benchmark of 85% or better. Analysis of Finding Since there is only one semester that has been offered, BUS295, Business Capstone, appears to have met all goals and requirements as set forth by the department. The Course will be reevaluated when it is offered in the 2018-2019 academic year.

expectations

Source of Evidence Capstone assignment - Academic Direct

Improvement Director shall get more involved with the monitoring of all aspects of the capstone course.
A rubric will be created to better reflect the PLOs for this program.

1.6

Apply legal and mechanical practices in accounting for governmental units and special non-profit organizations. Description Students shall be able to apply legal and mechanical practices concerning governmental units and special non-profit organizations. Supported Initiatives (5) General Education •Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc. •Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc. •Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc. •Personal & Social Responsibility- i.e. Ethical reasoning, collaboration, discussions, reflection, case studies, etc. •Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment

PLO Assessment Method 1.6.1

Description The Capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the

Improvement Type Audit

Improvement Description Academic student learning acceptable, process is working well or exceeding expectations

student will work during the course dates to complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam bases on the program learning outcomes. It is the intent of thee course that the student bring to bear all the learning and knowledge from the course work to show competence n the selected field of business. The student will take the capstone in Spring at LCC. Prerequisite: Instructor approval. Describe the assessment method and Course used to assess this PLO. BUS295 Business Capstone

Benchmark/Target 1.6.1.1 Exceeded Benchmark/Target The Benchmark for this course is 70% = C or better. The target is to have 100% of students passing earning 85% or better. Finding 3 students enrolled in the course for Spring 2018. All students passed with 90% or better ultimately exceeding the benchmark of 85% or better. Analysis of Finding Since there is only one semester that has been offered, BUS295, Business Capstone, appears to have met all goals and requirements as set forth by the department. The Course will be reevaluated when it is offered in the 2018-2019 academic year.

Improvement Director shall get more involved with the monitoring of all aspects of the capstone course. A rubric will be created to better reflect the PLOs for this program.

Source of Evidence Capstone assignment - Academic Direct

1.7 Understand payroll tax and employment reports, forms and deposits. Description Students shall understand payroll tax and employment reports, forms and deposits. Supported Initiatives (5) General Education •Communication- i.e. Written documents, oral and/or electronic presentations, digital assignments, portfolio, etc. •Critical Thinking- i.e. Problem solving, analyze, explanation, argument, experiment, research, etc. •Information & Digital Literacy- i.e. Essay, speech, research, presentation, computer skills, blogs, websites, etc. •Personal & Social Responsibility- i.e. Ethical reasoning,



collaboration, discussions, reflection, case studies, etc. •Quantitative Reasoning- i.e. Laboratory reports, exam, project, critique, written assignment

PLO Assessment Method 1.7.1

Description The Capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam bases on the program learning outcomes. It is the intent of three course that the student bring to bear all the learning and knowledge from the course work to show competence n the selected field of business. The student will take the capstone in the Spring at LCC. Prerequisite: Instructor approval. Describe the assessment method and Course used to assess this PLO. ACCT218 Quick Books BUS296 Business Capstone

Improvement Type Audit

Improvement Description Academic student learning acceptable, process is working well or exceeding expectations

Benchmark/Target 1.7.1.1 Exceeded Benchmark/Target The Benchmark for this course is 70% = C or better. The target is to have 100% of students passing earning 85% or better. Finding 3 students enrolled in the course for Spring 2018. All students passed with 90% or better ultimately exceeding the benchmark of 85% or better. Analysis of Finding Since there is only one semester that has been offered, BUS295, Business Capstone, appears to have met all goals and requirements as set forth by the department. The Course will be reevaluated when it is offered in the 2018-2019 academic year.

Improvement Director shall get more involved with the monitoring of all aspects of the capstone course. A rubric will be created to better reflect the PLOs for this program.

ACCOUNTING Capstone Rubrics.pdf 124KB MAY 22, 2018 Accounting program map.pdf 15KB OCT 30, 2018 Assessment paperwork for Accounting (Tall).xlsx 23KB MAY 22, 2018 Assessment paperwork for Accounting for Weave (Long).xlsx 21KB MAY 22, 2018

Project Attachments Attachments (5) File Size Last Modified

LCC_BUS295_Business Captsone (1).pdf .pdf 414KB DEC 7, 2018



APPENDIX C BUS295 Business Capstone CLOA Presentation Power point
Power point is attached to hard copy of the presentation

