FALL

2018

SLOA Reports

(CJ111-Intro to CJ & BUS295-Bus Capstone)

Luna Community College

Luna Community College

School of Business

Thank You!

Questions?

Luna Community College

School of Business

New Business Capstone Rubrics

Course Learning Objective	Incompetent	Not Yet Competent	Competent
-Identify and be able to apply accounting principles to a real life situation, including GAAP and analysis of financial statements.	Does not apply accounting concepts such as general accounting procedures or financial analysis	Demonstrates a limited ability to apply accounting concepts such as general accounting procedures or financial analysis	Demonstrated the ability to apply accounting such as general accounting procedures and financial analysis
-Identify and be able to apply economic principles to a real life situation, including opportunity cost, supply/demand, GDP and inflation, unemployment, fiscal and monetary policy, and elasticity, utility, and product markets.	Does not apply economic concepts such as macroeconomics or microeconomics concepts	Shows limited application of economic concepts such as macroeconomics or microeconomics concepts	Demonstrated the ability to apply economic concepts such as macroeconomics and microeconomics
-Identify and be able to apply marketing principles to a real life situation, including the 4 Ps of marketing (product, price, place, and promotion), marketing strategies, target markets, and value creation.	Does not apply marketing concepts such as marketing mix and distribution strategies	Shows a limited ability to apply marketing concepts such as marketing mix and distribution strategies	Demonstrated the ability to apply marketing concepts such as marketing mix and distribution strategies
-Identify and be able to apply finance principles to a real life situation, including time value of money and its application in decision making; knowledge of capital markets and securities (debt and equity).	Does not apply finance concepts such as financial calculations for decision making or has no knowledge of debt and equity securities	Demonstrates a limited ability to apply finance concepts such as financial calculations for decision making and limited knowledge of debt and equity securities in real life situation.	Demonstrated the ability to apply finance concepts such as financial calculations and clear knowledge of debt and equity securities.
-Identify and be able to apply management principles to a real life situation, including functions of management, theories of management, and leadership styles.	Does not apply management concepts such as the functions of management	Shows limited application of management concepts such as the functions of management	Demonstrated the ability to apply management concepts such as the functions of management
-Identify and be able to apply ethical principles to a real life situation as they apply accounting, economics, marketing, finance, and management.	Does not apply ethical concepts in a real life situation in other fields of business.	Shows limited application of ethical concepts in a real life situation in the fields of business.	Demonstrates the ability to apply ethical concepts in a real life situation in other fields of business.
-Apply critical thinking, communication skills, and information & digital literacy as they apply accounting, economics, marketing, finance, and management principles to a real life situation.	Does not clearly communicate orally, in writing, or digitally	Demonstrates a limited ability to communicate clearly & professional and digitally	Demonstrates clear professional oral & written communication and digitally

Luna Community College

School of Business

BUS295 Business Capstone
Spring 2018 Objectives

1. Apply current concepts and principles of financial and managerial accounting to the measurement and reporting of accounting information.
2. Recognize professional and ethical standards and their application to management, accounting and business activities.
3. Utilize current computer technology and applications, specifically using QuickBooks to develop Chart of Accounts, manage accounts payable, accounts receivable, and payroll; and analyze financial statements.
4. Employ marketing principles relevant to individual sales programs and efforts.
5. Recognize principles of management applicable to a specific organization.
6. Apply critical thinking and mathematical skills, techniques and business tools to support current business practices and procedures in the operations of a business or organization.
7. Utilize GAAP in the recording of assets, liabilities, special journals, internal control practices, and interest computations.
8. Knowledge about sole proprietorships, partnerships, corporations, stocks, dividends, bonds, cash flow statements, payroll deposits, payroll taxes and reports

BUS295 Business Capstone
Spring 2019 Objectives

1. Identify and be able to apply accounting principles to a real life situation, including GAAP and analysis of financial statements.
2. Identify and be able to apply economic principles to a real life situation, including opportunity cost, supply/demand, GDP and inflation, unemployment, fiscal and monetary policy, and elasticity, utility, and product markets.
3. Identify and be able to apply marketing principles to a real life situation, including the 4 Ps of marketing (product, price, place, and promotion), marketing strategies, target markets, and value creation.
4. Identify and be able to apply finance principles to a real life situation, including time value of money and its application in decision making; knowledge of capital markets and securities (debt and equity).
5. Identify and be able to apply management principles to a real life situation, including functions of management, theories of management, and leadership styles.
6. Identify and be able to apply ethical principles to a real life situation as they apply accounting, economics, marketing, finance, and management.
7. Apply critical thinking, communication skills, and information & digital literacy as they apply accounting, economics, marketing, finance, and management principles to a real life situation.

Luna Community College

School of Business

Final Exam Schedule for Spring 2019

CLASSES MEETING ON **MONDAYS:**

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 8:50 a.m.	May 10, 2019	7:30 a.m. to 10:30 a.m.
9 a.m. – 9:50 a.m.	May 9, 2019	7:30 a.m. to 10:30 a.m.
10 a.m. – 10:50 a.m.	May 8, 2019	7:30 a.m. to 10:30 a.m.
11 a.m. – 11:50 a.m.	May 7, 2019	7:30 a.m. to 10:30 a.m.
12 p.m. – 12:50 p.m	May 6, 2019	7:30 a.m. to 10:30 a.m.
1 p.m. – 1:50 p.m.	May 10, 2019	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 9, 2019	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 8, 2019	6 p.m. to 9 p.m.
4 p.m. – 4:50 p.m.	May 7, 2019	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 6, 2019	6 p.m. to 9 p.m.

CLASSES **NOT** MEETING ON **MONDAYS:**

CLASS STARTING TIME BETWEEN	EXAMINATION DAY	EXAMINATION TIME
8 a.m. – 8:50 a.m.	May 6, 2019	2:30 p.m. to 5:30 p.m.
9 a.m. – 9:50 a.m.	May 7, 2019	2:30 p.m. to 5:30 p.m.
10 a.m. – 10:50 a.m.	May 8, 2019	2:30 p.m. to 5: 30 p.m.
11 a.m. – 11:50 a.m.	May 9, 2019	2:30 p.m. to 5:30 p.m.
12 p.m. – 12:50 p.m	May 10, 2019	2:30 p.m. to 5:30 p.m.
1 p.m. – 1:50 p.m.	May 6, 2019	11 a.m. to 2 p.m.
2 p.m. – 2:50 p.m.	May 7, 2019	11 a.m. to 2 p.m.
3 p.m. – 3:50 p.m.	May 8, 2019	11 a.m. to 2 p.m.
4 p.m. – 4:50 p.m.	May 9, 2019	6 p.m. to 9 p.m.
5 p.m. – 5:50 p.m.	May 10, 2019	6 p.m. to 9 p.m.

Evening classes (6 p.m. or later) will have their final exams the last week of class during their last regular class session. Also, classes meeting once a week, one credit hour classes, short term and weekend classes should also have final exams during their last regular session.

The length of the examination depends on the number of credit hours of the course (one hour of exam time for each credit hour). No exam should be scheduled for more than three hours.

****NOTE****

Deviations from this schedule must be approved by the VP for Instruction

Luna Community College

School of Business

Midterm Grades Available Online for Students	Wednesday, March 20, 2019
Deadline to change from Credit to Audit	Friday, March 22, 2019
Deadline to Apply to Graduate – **Spring Graduates**	Friday, April 5, 2019
Holiday – Easter Break – **CAMPUS CLOSED**	Friday, April 19, 2019 – Monday, April 22, 2019
Last Day to Withdraw from full term courses	Friday, April 26, 2019
Final Exam Week	Monday, May 6, 2019 – Friday May 10, 2019
Semester Ends	Friday, May 10, 2019
Commencement Exercises	Saturday, May 11, 2019
Final Grades Due by Faculty to Registrar	Monday, May 13, 2019 at 12 noon
Holiday – Memorial Day – **CAMPUS CLOSED**	Monday, May 27, 2019

All students must clear for class prior to the semester start date. Failure to clear for class with the LCC Fiscal Office may subject the student to disenrollment for non-payment and re-enrollment into courses is not guaranteed.

**Full term courses only. See dates below for short term course dates or contact the Office of the Registrar.

1st 8-week Session January 14 – March 8, 2019

Last Day to Add Classes	Tuesday, January 22, 2019
Last Day to Drop Classes without a Grade	Friday, January 25, 2019
Deadline to Change from Audit to Credit	Friday, February 1, 2019
Deadline to Change from Credit to Audit	Friday, February 1, 2019
Last Day to Withdraw from classes***	Friday, February 22, 2019

2nd 8-week Session March 18 – May 10, 2019

Last Day to Add Classes	Friday, March 22, 2019
Last Day to Drop Classes without a Grade	Friday, March 29, 2019
Deadline to Change from Audit to Credit	Tuesday, April 5, 2019
Deadline to Change from Credit to Audit	Tuesday April 12, 2019
Last Day to Withdraw from classes***	Friday, April 26, 2019

Campus Closure

Approved by LCC BOT 3/13/18

Accessibility Services
If you have, or believe you have a disability, you may contact the Student Accessibility Services (SAS) Office, (Student Success Center) located in Learning Resource Center (next to the Registrar's Office) 505-454-2541, or email cbranch@luna.edu. More information concerning services can be found at: https://luna.edu/accessibility-support-services/

All medical information will be treated confidentially.

If you have a condition which may affect your ability to exit safely from the premises in an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or Student Accessibility Service.

Questions regarding the Americans with Disabilities Act (ADA), the American with Disabilities Amendment Act and/or Section 504 of the Rehabilitation Act of 1973 should be directed to the SAS Office. Questions regarding NMSU's Non-discrimination Policy and discrimination complaints should be referred to Gerard Nevarez, Office of Institutional Equity, 575-646-3635.

Accessibility of eLearning Tools

1. Blackboard Accessibility 508 Statement:
https://help.blackboard.com/Learn/Administrator/Hosting/Accessibility/Learn_Accessibility_Conformance_Statement

2. Blackboard Collaborate 508 Statement:
file:///C:/Users/LGBER/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/collaborate_web_conferencing_vpat_-_2013.pdf

Technical Assistance telephone numbers and information including FAQs
https://luna.edu/distance_learning_support/

Academic Calendar Spring 2019

Spring 2019 Class Schedule Available Online	Monday, November 5, 2018
Early Registration Begins for Spring 2019	Monday, November 12, 2018
Spring Graduates Begin to Apply to Graduate	Friday, December 7, 2018
Winter Break – **CAMPUS CLOSED**	Monday, December 17, 2018 – Wednesday, January 2, 2019
Classes Begin for Spring 2019	Monday, January 14, 2019
Holiday-Martin Luther King Day – **CAMPUS CLOSED**	Monday, January 21, 2019
Last day to Add courses for Spring 2019	Tuesday, January 22, 2019
Last day to drop without a grade**	Friday, January 25, 2019
Deadline to change from Audit to Credit (Census Day)	Friday, February 1, 2019
Midterm Exam Week	March 4 – March 8, 2019
Spring Break – **LCC Students & Faculty**	March 11 – March 15, 2019
Spring Break – **LCC Staff – CAMPUS CLOSED**	March 14 – March 15, 2019
Midterm Grades Due by Faculty to Registrar	Monday, March 18, 2019 at 12 noon

Class Withdrawals
It is your responsibility to know important dates such as the final day to withdraw from classes. You must officially withdraw from any class that you intend to drop.

TEXTBOOK(S) AND/OR REQUIRED MATERIALS OR EQUIPMENT:

Textbook: None

Tool Requirements
Computer Hardware & Software
- Access to a Windows or Macintosh computer with internet access, sound, and speakers.
- Blackboard Learning Management System
- Microsoft Office 2007 or higher.
- Adobe Reader (for reading PDF files).
- Headsets with Microphone (PowerPoint Presentation)

Learning Management System
- Blackboard: https://lunabb.blackboard.com/webapps/login/
- Blackboard Support: https://lunabb.blackboard.com/webapps/login/

orhttps://luna.edu/distance_learning_support/
- Blackboard Announcements: I will use Announcements to send time sensitive information to the entire class.

Web Browsers
Please remember to update the web browser you are using to access Blackboard. Besides Internet Explorer, below are other web browsers you may use to access Blackboard:
- Firefox - https://www.mozilla.org/en-US/firefox/new/
- Chrome - https://www.google.com/intl/en/chrome/
- Safari - https://www.apple.com/safari/

Academic Integrity
Plagiarism and any other kind of academic dishonesty may result in a failing grade and may result in further disciplinary action by the university. Plagiarism is the act of presenting another person's language or ideas (intellectual property) as your own. This includes copying from your peers. You may be guilty of plagiarism if you fail to properly quote and/or cite any borrowed material. Submitting your own previously written work to satisfy an assignment for this class or submitting the same assignment to me and another instructor without permission from both of us constitutes academic dishonesty. In addition, you are responsible for protecting your own work from being misrepresented. If you allow your work to be copied and submitted as someone else's you are guilty of academic misconduct and may be reprimanded.

Academic Support
- Luna Learning Resourse Center: https://luna.edu/lrc/
- ACE Lab: https://luna.edu/acelab/

Course Assignments

You will be expected to successfully complete the following assignments to pass this course:

Assessment	Units	Points	Weight %
Paper #1: CLO# 5, CLO# 6	1	100	10
Paper #2: CLO #1, CLO #6	1	100	10
Paper #3: CLO #2, CLO #6	1	100	10
Paper #4: CLO #3, CLO #6	1	100	10
Paper #5: CLO #4, CLO #6	1	100	10
Midterm Power Point Presentation: CLO#7	1	100	10
Final Research Paper: CLO #1-7	1	200	20
Power Point Presentation: CLO #7	1	200	20
Total		1,000	100

Grading Criteria

The following grading scale will be used to determine your final grade:

1000 X .90 = 900-1000=A
1000 X .80 = 800-899= B
1000 X .70 = 700-799 = C
1000X .60 = 600-699 = D
<599 = F

Grade Availability
Grades will be available through the Grades tool in Blackboard.

Late Work
Late assignments will **not** be accepted. All assignments, presentations, and papers must be turned in on the by the due date. No late assignments, presentations, and papers will be accepted unless you have a documented emergency. In case of a documented emergency, contact me before an assignment is due. To get an extension due to a documented emergency, you must try to email me in advance asking for an extension and proposing a reasonable deadline for completing work (which you then must keep). Failure to contact me in advance will automatically result in a lower grade even with an approved extension. Keep in mind that technological problems happen, and you will not be granted an extension if you choose to wait until last minute. Failure to manage your time effectively is not a valid excuse for not turning in work on time even if you run into last minute computer problems. Therefore, it is imperative that you **not** wait until last minute to complete assignments.

Please remember that at the end of the semester, the course is over, and there will be no more opportunities to submit additional, extra credit, or late work.

Incomplete Grades
The grade of "I" may only be assigned if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course.

Luna Community College

School of Business

Course Organization

The course will be divided into 5 sections. These sections will be dated and have deadlines. The sections are as follows:

1. Management
2. Accounting
3. Economics
4. Marketing
5. Finance

Week	Dates	Topics Covered
1	January 14-18	Review Recording: Syllabus and Expectations Begin Researching Your Chosen Public Company ***(Due Jan. 20th at 11:00 p.m.)***
2	January 21-25	**Jan. 21st- CAMPUS CLOSED** Management Paper #1: Management Section of Research Paper ***(Due Jan. 27th at 11:00 p.m.)***
3	January 28-Feb 1	Management Cont. Revisions of Management Section of Research Paper ***(Due Feb. 3rd at 11:00 p.m.)***
4	February 4- 8	Accounting Paper #2: Accounting Section of Research Paper ***(Due Feb. 10th at 11:00 p.m.)***
5	February 11-15	Accounting Cont. Revisions of Accounting Section of Research Paper ***(Due Feb. 17th at 11:00 p.m.)***
6	February 18-22	Economics Paper #3: Economics Section of Research Paper ***(Due Feb. 24th at 11:00 p.m.)***
7	February 25- Mar 1	Economics Cont. Revisions of Economics Section of Research Paper ***(Due Mar. 3th at 11:00 p.m.)***
8	March 4-8	***Midterm Week*** Submit a PowerPoint Presentation ***(Due Mar. 8th at 11:00 p.m.)***
9	March 11-15	**Spring Break- CAMPUS CLOSED**
10	March 18- 22	Marketing Paper #4: Marketing Section of Research Paper ***(Due Mar 24th at 11:00 p.m.)***
11	March 25- 29	Marketing Cont. Revision of Economics Section of Research Paper ***(Due Mar. 31st at 11:00 p.m.)***
12	April 1- 5	Finance Paper #5: Finance Section of Research Paper ***(Due Mar. 7th at 11:00 p.m.)***
13	April 8- 12	Finance Cont. Revisions of Finance Section of Research Paper ***(Due Apr. 14th at 11:00 p.m.)***
14	April 15- 19	Rough Draft of Research Paper ***(Due April 18th at 11:00 p.m.)*** **April 19th - CAMPUS CLOSED (Easter Break)**
15	April 22- 26	**April 22nd - CAMPUS CLOSED (Easter Break)** Final Research Paper ***(Due April 28th at 11:00 p.m.)***
16	April 26-May 3	Submit a Midterm PowerPoint Presentation including Final Research Paper ***(Due May 3rd by 11:00 p.m.)***

This is an intense sixteen-week course that will depend heavily on your contribution to weekly assignments, researching, and presentation.

Expectations: Yours and Mine
Student Expectations

1. Throughout the semester, I encourage you to collaborate with your peers on the content of the course.
2. You will need to keep up with your assignments, presentations, and papers. I will have assignments visible a week ahead so that you can plan ahead, however, pass due assignments will close after the deadline.
3. You can listen to the brief recorded lectures, that I have provided in each unit to assist you with clarity, context, and terminology.
4. You are expected to turn in assignments, presentations, and papers on time. Should you have a personal emergency, it is up to you to contact me and provide documentation should you want to make up work without point loss. See grading policy for late papers without prior approval.
5. You are encouraged to interact with course content, course media tools, your peers, and your instructor regularly throughout this course.
6. If for some reason you can no longer participate in this course, it is up to you to promptly contact me to explain your situation and to get the necessary paperwork completed for withdrawal.

Instructor Expectations

1. In each section, I will provide brief lectures (recordings) about the section, communicate with the entire class through Blackboard, and provide feedback about your assignments.
2. On a regular basis, I will set reminders to you throughout the semester through Blackboard "Announcements" or "Email".
3. I will email you throughout the semester to see how you are doing with comprehending the course content.
4. I will grade each assignment and send you constructive feedback within a week of the due date, using the rubrics that are tied to the assignments. If I cannot provide feedback as planned, I will let you know the new date.
5. I have designated virtual meetings from TBA for virtual office hours. If you are interested in visiting with me at that time, please let me know in advance.
6. Should you have content-related questions, let me know via email how I can help. Contact the Help desk for any questions regarding Blackboard and your computer tools.
7. I reserve the right to modify this syllabus or materials and assignments as necessary at any time during the semester to meet the objectives of this course.

Email
I normally check my email account every day, Monday through Friday. My goal is to reply to all emails within a 24-hour period. Throughout Saturday and Sunday, I may check my email occasionally, so it is imperative that you work on your assignments early enough in the week, that you can submit any questions before the weekend.

Phone Number
Email is my preferred method of contact; however, if it is urgent you can contact me at **505-454-2545**. Leave a specific message with your name, the title of this class, and call back number. I'll return your call as soon as I can.

Prerequisites or Corequisites:
The student will take the capstone course in his or her last semester at LCC.
Prerequisite: Instructor Approval

Online Preparation
Plan to spend at least as much time in this course as a three-credit classroom lecture course. A classroom lecture course requires at least three hours a week in class with approximately 3-6 hours of homework. Expect to spend the same amount of time or more in this course. Although this course is designed to be flexible, assignments are paced with weekly topics. There are also deadlines and **NO** late assignments. See the grading policy in this syllabus.

Required Technical Skills
Taking an online course requires a number of technical skills as well as other soft skills. However, at a minimum you will need to meet certain technology responsibilities to complete work for this course. If you have questions about technical requirements for the course, please contact me immediately.
To begin in this course, you must:

- Read this syllabus carefully and contact me immediately if you have any questions. You are responsible for the content and assignments in this syllabus.
- Be able to obtain access to an internet connection, preferably broadband, and a working computer for the duration of this course.
- Be Proficient with Microsoft© Office applications.
- Be able to conduct research searches on the Internet; (This is a quick link to the Luna Learning Resource Center: https://www.luna.edu/lrc/) However, this is not your only resource).
- Find resources on the Internet http://www.internettutorials.net/
- Be able to send and receive emails and email attachments in this class using Blackboard course email
- Know how to read email in Blackboard.
- Maintain backups of all work you create for this course.

Teaching philosophy
I hope that I am creating a constructivist learning environment. As a result, I will strive to cultivate a safe environment for you to discuss issues, challenge ideas, and find ways to bring policy and theory into practical application. I believe that students should be independent learners and thinkers. Consequently, your assignments were designed to be flexible and relevant to you but also reflect the objectives of this course.

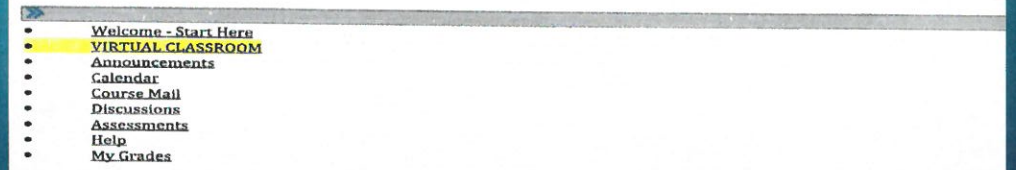
4. Identify and be able to apply finance principles to a real life situation, including time value of money and its application in decision making; knowledge of capital markets and securities (debt and equity).
5. Identify and be able to apply management principles to a real life situation, including functions of management, theories of management, and leadership styles.
6. Identify and be able to apply ethical principles to a real life situation as they apply accounting, economics, marketing, finance, and management.
7. Apply critical thinking, communication skills, and information & digital literacy as they apply accounting, economics, marketing, finance, and management principles to a real life situation.

Instructor Information:
Leticia Griego
-Master in Business Administration with a concentration in Finance
-Bachelor in Business Administration with a concentration in Accounting

Modes of Communication
Announcements
I will send urgent and regular communication to all students using the Announcements tool in Blackboard. Announcements can be found on the left hand side of the opening screen under the "tool" box or in the middle of the page under "my announcements".

During the first week, you will be prompted to respond back to me by course email concerning the posted announcement. This will require you to paste my posted announcement in an email and send it back to me by course email. This is to ensure that you are familiar with getting communication with this Blackboard feature.

Virtual Office Hours (MST)
My virtual office hours will be held in the classroom portion of the Blackboard. You can access your classroom by clicking on the "VIRTUAL CLASSROOM" link on the left hand side after entering Blackboard. Below is what that look looks like:



I will be online on Monday, January 14th at 10 a.m.-11:00 a.m. (MST) to discuss the structure of this class and to meet you. After, I will hold virtual office hours on TBA and they will be recorded for those who cannot or choose not to attend. If needed to change my virtual office hours I will announce on the "Announcements". I would also love to talk with you directly at least once during the semester. If you make an appointment beforehand, I can be available at a different scheduled time via "live" virtual meeting, by telephone, or through my office hours held at the Las Vegas Luna Campus listed above. You can reach me at other times through telephone. If you use the telephone, leave a message by leaving your name, class title, and purpose of the phone call. I will return your call as soon as I can.

School of Business

BUS 295 BUSINESS CAPSTONE
SPRING 2019
January 14, 2019- May 10, 2019
Course Syllabus

Department: School of Business
Instructor: Leticia Griego, MBA
Web-site: www.luna.edu
Phone number: (505)454-2545
E-mail: legriego@luna.edu

Office Hours: TBA

Class Meeting Time: Asynchronous

Credit Hours: 1 (1 Lecture, 0 Lab)

Course 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. 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 field of business. The student will take the capstone course in his or her last semester at LCC. Prerequisite: Instructor Approval

Course Delivery Method:
This class is an asynchronous course. There is no requirement for this class to meet at the same time either in a classroom or virtually. I will, however, offer an optional virtual meeting through Blackboard during the first week of this semester. Although you don't have to attend the 'live' virtual meeting, it is a perfect opportunity to get to know one another, discuss class expectations, and ask those initial questions you might have. The first virtual meeting will be Monday, January 14th from 10:00 a.m.-11:00 a.m. (MST). Again, you can either attend at that time or view the recordings at your own pace. I will record the "live" meeting for those who cannot or choose not to attend.

While this class is 100% online and is designed to be flexible, it is strategically paced. See syllabus's course organization schedule. This course defines the week as beginning on Sunday and ending on Sunday at midnight.

Course Learning Objectives (CLO):
Upon successful completion of this course, with a minimum of 70% = C or better, the student should be able to:

1. Identify and be able to apply accounting principles to a real life situation, including GAAP and analysis of financial statements.
2. Identify and be able to apply economic principles to a real life situation, including opportunity cost, supply/demand, GDP and inflation, unemployment, fiscal and monetary policy, and elasticity, utility, and product markets.
3. Identify and be able to apply marketing principles to a real life situation, including the 4 Ps of marketing (product, price, place, and promotion), marketing strategies, target markets, and value creation.

Luna Community College

School of Business

Week	*Chapter*	*Assignments and Exams*
Week 1 (1/16/18-1/20/18)		Introductions Overview of class requirements and expectations Introduction to BUS295
Week 2 (1/21/18-1/27/18)		Research on publicly traded company for capstone project
Week 3 (1/28/18-2/3/18)		Apply current concepts and principles of financial and managerial accounting to the measurement and reporting of accounting information.
Week 4 (2/4/18-2/10/18)		Apply current concepts and principles of financial and managerial accounting to the measurement and reporting of accounting information.
Chapter 5		Utilize current computer technology and applications, specifically using QuickBooks to develop Chart of Accounts, manage accounts payable, accounts receivable, and payroll; and analyze financial statements
Chapter 6		Employ marketing principles relevant to individual sales programs and efforts.
Chapter 7		Midterm Exam
Midterm	Midterm	Rough draft of half of capstone project
Week 9 (3/11/18-3/17/18)		Recognize principles of management applicable to a specific organization.
Week 10 (3/18/18-3/24/18)		Apply critical thinking and mathematical skills, techniques and business tools to support current business practices and procedures in the operations of a business or organization.
Week 11 (3/25/18-3/31/18)		Utilize GAAP in the recording of assets, liabilities, special journals, internal control practices, and interest computations.
Week 12 (4/1/18-4/7/2018)		Knowledge about sole proprietorships, partnerships, corporations, stocks, dividends, bonds, cash flow statements, payroll deposits, payroll taxes and reports.
Week 13 (4/8/18-4/14/18)		Final rough draft of Research Paper.
Week 14 (4/15/18-4/21/18)		Research Paper
Week 15 (4/22/18-4/28/18)		Research Paper
Week 16 (4/29/18-5/5/18)		Review for Final Exam
Week 17 (5/7/18-5/11/18)	Final	Final

Luna Community College

School of Business

METHODS OF ASSESSMENT:

	Points
Weekly assignments	45 (5@9)
Midterm	100 points
Final	100 points
Final Project	755 Points
Total	1,000 Points

Grade Scale	Points	Letter Grade	Description	Credit Hour
90-100	1,000-900	A	Excellent	4
89-80	899-700	B	Above average	3
79-70	699-500	C	Average	2
69-60	499-300	D	Below average	1
59-	299-0	F	Failed	0

Learning Objectives

1. Apply current concepts and principles of financial and managerial accounting to the measurement and reporting of accounting information.
2. Recognize professional and ethical standards and their application to management, accounting and business activities.
3. Utilize current computer technology and applications, specifically using QuickBooks to develop Chart of Accounts, manage accounts payable, accounts receivable, and payroll; and analyze financial statements.
4. Employ marketing principles relevant to individual sales programs and efforts.
5. Recognize principles of management applicable to a specific organization.
6. Apply critical thinking and mathematical skills, techniques and business tools to support current business practices and procedures in the operations of a business or organization.
7. Utilize GAAP in the recording of assets, liabilities, special journals, internal control practices, and interest computations.
8. Knowledge about sole proprietorships, partnerships, corporations, stocks, dividends, bonds, cash flow statements, payroll deposits, payroll taxes and reports.

ADA Statement: In accordance with federal law, it is the policy of LCC to comply with the Americans with Disabilities Act (ADA). If you believe that you have a physical, learning, or psychological disability that requires an academic accommodation, please notify your instructor or contact the ADA Coordinator at the Student Success Center.

**Syllabus is subject to change if needed.

Luna Community College

School of Business

Bus 295 Business Capstone
Spring 2018
Course Syllabus

Department: School of Business
Instructor: Melissa Lopez
Web-site: www.luna.edu
Phone number: 505-429-3511
E-mail: mlopez@luna.edu

Office Hours: Monday & Wednesday 11:30-12:30 Virtual Office Hours: By appointment
Office: 505-429-3511
Class Meeting Time: Asynchronous
Credit Hours: 4 (4 Lecture, 0 Lab)

TEXTBOOK(S) AND/OR REQUIRED MATERIALS OR EQUIPMENT:

Required Textbook:
Author:
Publisher:
Copyright:
ISBN-10:

This class is asynchronous which means there is no specific log in day or time. You will work independently with guided instruction.

Lectures, assignments and quizzes will be posted Sunday by noon and will close Saturday at midnight. Each week at your convenience, you will be required to listen to the weekly lecture, complete the assignment and take the correlating quiz no later than Saturday by midnight.

CATALOG COURSE 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 this or her last semester at LCC. Prerequisite: Instructor Approval

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

	efforts.		time.
Utilize current computer technology and application.	Can demonstrate basic knowledge of fundamental use of programs but does not utilize nor apply correctly.	Utilizes some current and some outdated computer technology and application.	Utilizes current computer technology and application correctly 100% of the time.
Genre and Medium Awareness, Application, and Versatility: Identify and communicate in various genres `and mediums (oral, written, and digital) using strategies appropriate for the rhetorical situations (ie., attending to audience, purpose, and context)	Students communicate in various genres and mediums.	Students communicate in several genres and mediums, demonstrating awareness that different genres and mediums have different limitations and strengths.	Students communicate effectively in several genres and mediums, demonstrate awareness of limitations and strengths of each, and evaluate the effectiveness of their communications with regard to appropriateness to the rhetorical situation.
Strategies for Understanding and Evaluating Messages: Apply strategies such as reading for main points; seeking key arguments, counter-arguments, rebuttals; locating supportive documentation for arguments; reading with a specific stakeholder lens; applying a theoretical lens (e.g. cultural, political, economic) to understand and evaluate messages in terms of the rhetorical situation (audience, purpose, and context).	Students use more than one for understanding and evaluating messages. They describe the central idea of a message.	Students use several strategies to understand and evaluate messages. They demonstrate awareness that different rhetorical situations may require different strategies.	Students use a wide range of strategies for understanding and evaluating messages. They also evaluate the effectiveness of strategies they use for interpreting messages in different rhetorical situations.
Evaluation and Production of Arguments: Evaluate the authority of sources in their own arguments and those of others; distinguish among supported claims, unsupported claims, facts, inferences, and opinions. In arguments, integrate support for their own claims with information	Students understand that sources have varied validity and authority and that claims can be facts, opinions, inferences, and supported or	Students evaluate a source's authority; distinguish among facts, opinions, and inferences; and identify claims that are supported and unsupported.	Students identify and develop claims that are supported by evidence and reasoning; evaluate and integrate arguments of others into their own written and spoken arguments.
from sources that are used and cited ethically and appropriately (using a major citation system such as MLA and APA).	unsupported.		

Luna Community College

School of Business

OLD BUSINESS CAPSTONE RUBRIC

The Associate of Applied Science Degree

Business Administration

Business Capstone Rubric

Component Skill	Emerging	Developing	Proficient
Have an ability to use the techniques, skills, and business tools necessary to support modern business practices.	Does not use techniques, skills and business tools.	Uses some techniques, skills and business tools, but is not routine or consistent in use/application.	Uses techniques, skills and business tools routinely and is consistent in application of use 100% of the time.
Have an understanding of professional and ethical standards and their application to business activities.	Some standards and their application are incorrect, and not applied appropriately.	Some standards are identified, some relevant, some not; some slightly. Some standards are misinterpreted.	All relevant standards are identified appropriately and applied correctly 100% of the time.
Perform general accounting procedures and financial analyses.	Cannot perform general accounting procedures and financial analyses.	Can perform general accounting procedures and financial analyses correctly at least 50% or more of the time.	Can perform general accounting procedures and financial analyses correctly 100% of the time.
Understand which principle of management are applicable to a particular organization.	Cannot discuss general principles of management; but fails to apply principles to a particular organization.	Can discuss general principles of management that are applicable to a particular organization less than 50% of the time.	Can discuss principles of management that are applicable to a particular organization 100% of the time.
Understand which marketing principles are relevant to individual sales programs and efforts.	Not able to explain which marketing principles are relevant to sales programs and	Able to explain which marketing principles are relevant to programs and efforts less than 50% of the time.	Able to explain and provide examples of which marketing principles are relevant to individual sales programs and efforts 100% of the

Luna Community College

School of Business

PURPOSE

- BUS295 Business Capstone will be used to show mastery of program Learning Outcomes through out these programs:

Associate of Applied Science Degree-Accounting

Associate of Applied Science Degree-Business Administration

Associate of Arts Degree-General Business

Business Management-Certificate

Luna Community College

School of Business

BUS295
BUSINESS CAPSTONE
Fall 2018
to
Spring 2019 Update

Improvements

- Students struggled on the first exam. Changes were made to both the next quiz as well as the review before the quiz.
  - *Format changes, as well as a review of the chapters on the test.*
- As some students did not test well, it is recommended to use both tests and presentations in class to better reflect the abilities of the class.
  - *Some students had low test scores, but performed very well during the presentation and debate.*

Conclusion

- The majority of students completed the course with a C or better (85%).
- The students who did not complete the course with a C or better stopped attending the class.
  - *Efforts to reach these students through phone and email were unsuccessful.*
- Students met the benchmarks for the CLO's, with a class average of 3.7
  - *Removing the 2 students who stopped attending, the CLO average score rose to 4.2*

Luna Community College

COURSE Competency Rubric

Course Learning Outcomes/Comptenecy

CLO's/ Competencies
List CLO's/Copmetencies Ex: 1. Demonstrate...........

RUBRIC:
*5=Excellent
*4=Good
*3=Average
*2=Unsatisfactory
*1= Poor

Students

CLO	1	2	3	4	5	Avg.	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Avg
1	4	4	5	5	5	4.4																					
2	3	3	5	5	4	4																					####
3	1	1	1	0	1	1																					####
4	5	5	5	5	5	5																					####
5	5	5	5	5	5	5																					####
6	4	4	4	4	4	4																					####
7	5	5	5	5	5	5																					####
8	3	4	3	3	4	3.4																					####
9	1	1	1	1	1	1																					####
10	4	5	5	5	4	4.6																					####
11	4	3	3	3	4	3.4																					####
12	4	5	4	5	4	4.4																					####
13	4	3	4	3	3	3.4																					####
																											####
																											####
	####	####	####	####	####	####	# # # # ####	####	####	####	####	####	####	####	####	####	####	####	####	####	####	####	####	####	####	####	####

Grade Distribution

85% of students passed with a C or higher.
2 students stopped attending class before midterms.

A's	B's	C's	D's	F's
7	2	2	0	2
I	AU	S	U	W
0	0	0	0	0

A%	B%	C%	D%	F%
54	15	15	0	15
I%	AU%	S%	U%	W%
0	0	0	0	0

Luna Community College

Assessment Methods

Original

- 60% Quizzes (3)
- 20% Classroom participation/In class work
- 20% Student topic paper

Modified

- 40% Quizzes (2)
- 20% Classroom participation/In class work
- 20% Class team presentation
- 20% Team debate and questions

Luna Community College

Course Learning Outcomes

Course Learning Outcomes found on the syllabus will be entered here.

1. Describe the historical development of the American Criminal Justice System.
2. Demonstrate basic knowledge of the criminal justice system: law enforcement, court systems, and corrections.
3. Relate criminal justice principles and concepts to current empirical/ "real life" events.
4. Develop analytical and critical thinking skills in evaluating criminal justice issues, policies, trends, and disparities.
5. Demonstrate cultural awareness and its diverse effects on the criminal justice system.

Luna Community College

Course Description

- A survey of the structure of our criminal justice system, including an overview of the American legal system, goals of criminal justice, the role of police and police operations, the function of the course corrections, and the juvenile justice system.

Luna Community College

Purpose

The purpose of this report is to assess student learning based on the established Course Learning Outcomes for the CJ 111 Introduction to Criminal Justice course. The focus of this report is to document the methods and results of the assessments that were used throughout the course. The results will then be used to make informed decisions on modifications to course content, emphasis teaching methodologies, and improvements in student learning.

Luna Community College

CJ 111
INTRODUCTION TO CRIMINAL JUSTICE

FALL 19 SECTION 1
CLOA PRESENTATION

Jason Killain
Humanities
Luna Community College
Faculty

Luna Community College