January 24, 2013

Curriculum Committee Agenda

1. Articulation Report

2. AA-T Report (new, pending, upcoming)

3. Keeping on eye on "repeatability" issues for courses in ART, ENGLISH, MUSIC, etc. (must change all non-CTE courses at BCC to "non-repeatable" or redesigned into "families" of courses by Fall 2013; see attachment for list of courses that need to be changed above)

4. Business Administration (Deactivation and New Accounting Certificate)

5. CIS 42A and 42B: DE Addenda (Hybrid), CIS 101 (Course update)

6. Global Studies A.A. Degree (Program modification)

7. AA-T in Philosophy (New program)

8. Philosophy 11: Formal Logic (New course)

9. CurricUNET training schedule.

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PROGRAM OF STUDY

**Accounting Certificate of Proficiency**

BCC currently offers an AA in Accounting. This certificate of proficiency in accounting allows students to learn the basics of accounting which will qualify them to apply for entry level bookkeeping positions with potential for advancement as they gain work experience, while still pursuing higher education in the field.

Career Opportunities in entry level bookkeeping positions.

Required Courses

BUS 001A: Financial Accounting (4 units)

BUS 005: Human Relations in Business (3 units)

BUS 010: Introduction to Business (3 units)

BUS 024: Computerized Accounting Principles (3 units)

CIS 042A: Spreadsheet Applications I (2 units)

TOTAL UNITS: 15

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| **Accounting: Program Learning Outcomes** | | |
| Outcome | Institutional Outcomes | Assessment Method |
| Analyze data in order to prepare common business and personal financial reports | 1. Computational Skills | Portfolio consisting of balance sheets, income statements,  budgets, debt analysis, risk management plans, investment plans |
| Analyze a business situation and recommend a solution or plan for improvement. | 1. Ethics and Personal Responsibility 2. Critical Thinking | Case study analysis of business scenarios |