Course Discipline Code & No: BOS 130   Title: Office Financial Applications   Effective Term Fall 2007

Division Code: __BCT__   Department Code: __BOS__   Org #: __13300__

Don't publish: ☐ College Catalog   ☐ Time Schedule   ☐ Web Page

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Reason for Submission. Check all that apply.

☐ New course approval
☒ Three-year syllabus review/Assessment report
☐ Course change

☐ Reactivation of inactive course
☐ Inactivation (Submit this page only.)

Change information: Note all changes that are being made. Form applies only to changes noted.

☐ Consultation with all departments affected by this course is required.
☐ Course discipline code & number (was _____)*
   *Must submit inactivation form for previous course.
☐ Course title (was _____)
☒ Course description
☒ Course objectives (minor changes)
☐ Credit hours (credits were: _____)

☐ Total Contact Hours (total contact hours were: _____)
☐ Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
☐ Pre-requisite, co-requisite, or enrollment restrictions
☐ Change in Grading Method
☒ Outcomes/Assessment
☒ Objectives/Evaluation
☐ Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Three syllabus review/Assessment Report

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson   ☐ New resources needed   ☐ All relevant departments consulted

Print: Dosye A. Thompson   Signature _Dosye A Thompson_   Date: 2-20-2007
     Faculty/Preparer

Print: Dosye A. Thompson   Signature _Dosye A Thompson_   Date: 2-20-2007
     Department Chair

Division Review by Dean
☐ Request for conditional approval

Recommendation ☒ Yes ☐ No   _Signature_   3/8/07
                             Dean's/Administrator's Signature   Date

Curriculum Committee Review
Recommendation
☐ Tabled   ☒ Yes ☐ No   _Signature_   5/21/07
                          Curriculum Committee Chair's Signature   Date

Vice President for Instruction Approval
          M. Peeley   5/21/07
     Vice President's Signature   Date

Approval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.
Entered in: Banner _5/30_ C&A Database _5/30_ Log File _3/12/07_ Basic skills spreadsheet updated ☐ Contact fee ☐
                                                        _5/30 fn_
200705
Please return completed form to the Office of Curriculum & Assessment.

*Complete ALL sections which apply to the course, even if changes are not being made.

Course:	Course title:
BOS 130	Office Financial Applications

Credit hours: 3

If variable credit, give range:

_____ to _____ credits

Contact hours per semester:

	Student	Instructor
Lecture:	15	15
Lab:	30	30
Clinical:		
Practicum:		
Other:		
Totals:	45	45

Are lectures, labs, or clinicals offered as separate sections?

☐ Yes - lectures, labs, or clinicals are offered in separate sections

☒ No - lectures, labs, or clinicals are offered in the same section

Grading options:

☐ P/NP (limited to clinical & practica)

☐ S/U (for courses numbered below 100)

☐ Letter grades

Prerequisites. Select one:

☒ College-level Reading & Writing

☐ Reduced Reading/Writing Scores
(Add information at Level I prerequisite)

☐ No Basic Skills Prerequisite
(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

	Course	Grade	Test	Min. Score	Concurrent Enrollment (Can be taken together)	Corequisites (Must be enrolled in this class also during the same semester)
☐ and ☐ or					☐	
☐ and ☐ or					☐	
☐ and ☐ or					☐	
☐ and ☐ or					☐	

Level II (enforced by instructor on first day of class)

	Course	Grade	Test	Min. Score
☐ and ☐ or				
☐ and ☐ or				

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and ☐ or Consent required

☐ and ☐ or Admission to program required
Program: _____

☐ and ☐ or Other (please specify):
_____

Please send syllabus for transfer evaluation to:
Conditionally approved courses are not sent for evaluation.
Insert course number and title you wish the course to transfer as.

☐ E.M.U. as _____

☐ U of M as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

Course	Course title
BOS 130	Office Financial Applications

Course description	The ten-key computer pad as well as computer spreadsheet software and electronic business calculators are used to solve a variety of business problems, which include payroll, with serious attention given to efficient operation, and verifying techniques. Emphasis on the use of business mathematics makes this course useful for both business and personal applications.
State the purpose and content of the course. Please limit to 500 characters.	

Course outcomes	Outcomes	Assessment
List skills and knowledge students will have after taking the course.	(applicable in all sections)	Methods for determining course effectiveness
	Complete payroll activities	Department Exam
	Use spreadsheets to solve business problems	Department Exam
Assessment method	Complete banking transactions	Department Exam
Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Effectively use business electronic calculator	Department Exam

Course Objectives	Objectives	Evaluation
Indicate the objectives that support the course outcomes given above.	(applicable in all sections)	Methods for determining level of student performance of objectives
	Demonstrate competence in speed and accuracy on the business electronic calculator using the touch method.	Class activities, tests
Course Evaluations	Demonstrate ability to perform bank reconciliations	Class activities, tests
Indicate how instructors will determine the degree to which each objective is met for each student.	Transfer the calculator ten-key touch knowledge to the computer ten-key pad and complete problems in budgeting and petty cash using spreadsheet software	Class activities, tests
	Solve problems involving the purchase of merchandise which include cash discounts, trade discounts, mark-ups, and mark-downs	Class activities, tests
	Compute net profit or loss using spreadsheet software	Class activities, tests
	Use basic spread sheet functions including Sum, Min, Max, Average, and Count	Class activities, tests
	Calculate office employees' productivity	Class activities, tests
	Calculate cost of inventory	Class activities, tests

List all new resources needed for course, including library materials.
None

Student Materials:

List examples of types		Estimated costs
Texts	Calculating for Business, Barbara MunsterHenry and Susan Prescott, SouthWestern, 1999	$50
Supplemental reading	USB jump drive	$20
Supplies		
Uniforms		
Equipment		
Tools		
Software		

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course.	☐ Off-Campus Sites
☐ Level I classroom	☐ Testing Center
Permanent screen & overhead projector	☒ Computer workstations/lab
	☐ ITV
☐ Level II classroom	☐ TV/VCR
Level I equipment plus TV/VCR	
	☒ Data projector/computer
☒ Level III classroom	☐ Other _____
Level II equipment plus data projector, computer, faculty workstation	

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place	Course section(s)/other population	Number students to be assessed
Use spreadsheets to solve business problems	Department Exam	At the end of the Fall 2007 semester	All sections	All students in all sections
Complete payroll activities	Department Exam	At the end of the Fall 2007 semester	All sections	All students in all sections
Complete banking transactions	Department Exam	At the end of the Fall 2007 semester	All sections	All students in all sections
Use business electronic calculators to solve business problems	Department Exam	At the end of the Fall 2007 semester	All sections	All students in all sections

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

   Departmentally developed rubric (attached)

2. Indicate the standard of success to be used for this assessment.

   At least 80% of the students assessed will complete payroll activities at Level 3 (proficient) or more on the scoring rubric.
   At least 80% of the students assessed will complete business problems at Level 3 (proficient) or more on the scoring rubric.
   At least 80% of the students assessed will complete banking transactions at Level 3 (proficient) or more on the scoring rubric.
   At least 80% of the students assessed will use business electronic calculators to complete business problems at Level 3 (proficient) or more on the scoring rubric.

3. Indicate who will score and analyze the data.

   Full-time BOS faculty and members of the Advisory Committee

4. Explain the process for using assessment data to improve the course.

   Results from students' exams that fall below the proficient level will be analyzed and appropriate steps, including changes in textbooks, instruction, or class activities, may be made to improve future performance.