

Washtenaw Community College Comprehensive Report

UAT 380 Managing Financial Operations of a Training Program (UA 9004) Effective Term: Spring/Summer 2018

Course Cover

Division: Advanced Technologies and Public Service Careers
Department: United Association Department
Discipline: United Association Training
Course Number: 380
Org Number: 28200
Full Course Title: Managing Financial Operations of a Training Program (UA 9004)
Transcript Title: Managing Financial Oper (9004)
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Web Page
Reason for Submission: New Course
Change Information:
Rationale: New UA Course
Proposed Start Semester: Spring/Summer 2018
Course Description: In this course, the student will be given a comprehensive overview of financial responsibilities associated with operations of a Joint Apprenticeship Training Committee (JATC) training program. Students will discuss financial and legal topics including investments, accounting principles, and financial reporting as well as preventing fraud and responding to potential Department of Labor audits. Limited to United Association Instructor Training program graduates.

Course Credit Hours

Variable hours: No
Credits: 1.5
The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min
Lecture Hours: Instructor: 22.5 Student: 22.5
The following Lab fields are not divisible by 15: Student Min, Instructor Min
Lab: Instructor: 1.5 Student: 1.5
Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 24 Student: 24
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

General Education

Degree Attributes
Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Create and manage an annual budget using Excel spreadsheets for tracking expenditures

Assessment 1

Assessment Tool: UA Legal Department Budget Spreadsheet

Assessment Date: Spring/Summer 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 90% of the students will score 100%

Who will score and analyze the data: U.A. Instructors / U.A. Legal Department

2. Determine the required accounting parameters needed in the Program Coordinator and Director roles for a United Association Local Union.

Assessment 1

Assessment Tool: Written exam

Assessment Date: Spring/Summer 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-created rubric

Standard of success to be used for this assessment: 90% of the students will score 100%

Who will score and analyze the data: U.A. training coordinator

3. Identify potential and existing accounting issues, detect fraud, and prepare for Department of Labor audit.

Assessment 1

Assessment Tool: Presentation

Assessment Date: Spring/Summer 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observation checklist

Standard of success to be used for this assessment: 90% of the students will score 100%

Who will score and analyze the data: U.A. training coordinator

Course Objectives

1. Create an annual budget plan for student's local union.
2. Identify accounting procedures needed for United Association Local Union Coordinators and Directors.
3. Identify tracking expenditures using Excel spreadsheet.
4. Compare and contrast investments and investment policies that can be used for their Training Program.
5. Identify potential items to consider when being audited by the Department of Labor.
6. Compare and contrast the relationship between preventing and detecting fraud.
7. Demonstrate procedures of financial reporting requirements.
8. Compose acceptable accounting procedures and policy for Instructor and Trustee expense.
9. Review existing accounting procedures and policies at the local for compliance.

New Resources for Course

Course Textbooks/Resources

Textbooks
 Manuals
 Periodicals
 Software

Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Tony Esposito</i>	<i>Faculty Preparer</i>	<i>Jan 12, 2018</i>
Department Chair/Area Director: <i>Marilyn Donham</i>	<i>Recommend Approval</i>	<i>Jan 26, 2018</i>
Dean: <i>Brandon Tucker</i>	<i>Recommend Approval</i>	<i>Feb 15, 2018</i>
Curriculum Committee Chair: <i>David Wooten</i>	<i>Recommend Approval</i>	<i>Apr 04, 2018</i>
Assessment Committee Chair: <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Mar 28, 2018</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Apr 07, 2018</i>