

Submit originals and one copy and electronic copy to **Governance/Faculty Senate Office**
 See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MINOR) and DROP COURSE PROPOSAL

SUBMITTED BY:

Department	Applied Business, Paralegal, and Accounting	College/School	CRCD / UAF Community and Technical College
Prepared by	C. Dexter	Phone	907-455-2837
Email Contact	Charlie.Dexter@alaska.edu	Faculty Contact	Charlie.Dexter@alaska.edu

1. COURSE IDENTIFICATION:

Dept	ABUS	Course #	F142	No. of Credits	1-3
COURSE TITLE		Office Accounting I			

2. ACTION DESIRED:

Change Course	<input checked="" type="checkbox"/>	If Change, indicate below what change.	Drop Course	<input type="checkbox"/>
NUMBER	<input checked="" type="checkbox"/>	TITLE	<input checked="" type="checkbox"/>	DESCRIPTION
PREQUISITES	<input type="checkbox"/>			FREQUENCY OF OFFERING
CREDITS (including credit distribution)		<input checked="" type="checkbox"/>		COURSE CLASSIFICATION
CROSS-LISTED	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)
STACKED (400/600) Include syllabi.	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	Course # <input type="checkbox"/>
OTHER (please specify)	<input type="text"/>			

3. COURSE FORMAT

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply) 1 2 3 4 5 6 weeks to full semester

OTHER FORMAT (specify all that apply)

Mode of delivery (specify lecture, field trips, labs, etc)

4. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 also submitted W = Writing Intensive, Format 7 submitted Natural Science, Format 8 submitted

5. COURSE REPEATABILITY:

Is this course repeatable for credit? YES NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

6. CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG: including dept., number, title and credits

ABUS F142 Office Accounting I
1-3 Credits Offered Fall
Basic accounting procedures in retail, service and trade businesses. The complete accounting cycle, including record keeping, posting and preparation of financial statements, bank reconciliation, payroll computations and closing books. Accounts receivable, accounts payable, purchasing, credit and other accounting requirements. Recommended: ABUS F101; ABUS F141; concurrent enrollment or completion of ABUS F201; ABUS F220. (1-3+0)

7. COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES: (Underline new wording strike through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) PLEASE SUBMIT NEW COURSE SYLLABUS. For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

ABUS F142-F203 Office Accounting I Accounting Capstone
1-3 3 Credits Offered Fall
Basic Accounting procedures in retail, service and trade businesses. The complete accounting cycle, including record keeping, posting and preparation of financial statements, bank reconciliation, payroll computations and closing books. Accounts receivable, accounts payable, purchasing, credit and other accounting requirements. Recommended: ABUS F101; ABUS F141; concurrent enrollment or completion of ABUS F201; ABUS F220. (1-3+0)
(3+0)

8. IS THIS COURSE CURRENTLY CROSS-LISTED?

YES/NO No If Yes, DEPT NUMBER

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. GRADING SYSTEM: Specify only one

LETTER: X PASS/FAIL:

10. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

None

11. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No X Yes N/A

12. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

None

13. POSITIVE AND NEGATIVE IMPACTS

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.


New course number and title better reflects course content and requirements. As a result student completion rates in this course should improve. Students will realize that this is a capstone course, not an entry level course. This course is used as part of the Applied Accounting student learning outcomes assessment.


JUSTIFICATION FOR ACTION REQUESTED

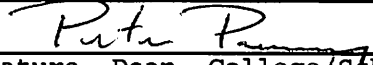
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

Unqualified students have been enrolling in course due to current 100 level course designation. This is a capstone accounting course that should not be taken until the end of a student's degree. New course designation will clear up that confusion.

APPROVALS:

	Date	9/7/2010
Signature, Chair, Program/Department of: Applied Business, Paralegal and Accounting		

	Date	9-28-10
Signature, Chair, College/School Curriculum Council for: UAF Community and Technical College		
CTC		

	Date	9/30/10
Signature, Dean, College/School of: UAF Community and Technical College		
CRCD		

	Date	
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Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		



Department of Applied Business and Accounting
604 Barnette Street, Fairbanks, Alaska 99701
(907) 455-2837

*ABUS 142 Office Accounting
Fall 2010*

Instructor: Kelly Ward, EA, MBA
Contact Info: Daytime phone: 474-4576
**Email: kbward@alaska.edu
Time: September 2 – December 18
Credits: 3
Prerequisites: Accounting I, Payroll Accounting, and QuickBooks
Suggested Text: Mastering Inventory, Mastering Payroll, Mastering Depreciation, Mastering Correction of Accounting Errors, Mastering Adjusting Entries, Mastering Internal Controls and Fraud Prevention published by AIPB.

Course Description: This course will introduce you to accounting procedures in retail, service and trade businesses. The complete accounting cycle will be presented, including record keeping, posting and preparation of financial statements, bank reconciliation, payroll computations and closing books. Maintaining accounts receivable, accounts payable, purchasing, credit and other accounting requirements will also be covered.

Course Goals: This course is the capstone course for the bookkeeping employment endorsement. You will follow a practicum approach to office accounting utilizing QuickBooks accounting software and a case study. Lessons will also be taken from the AIPB series of studies and students could complete the requirements for the Certified Bookkeeper Designation.

Course Expectations: Students are expected to read all lecture materials and view all lecture videos prior to completing the lessons for the week. It is expected that you will study the assigned material, but your learning and proficiency will depend very much on your applying or “doing” the problems and other assignments. It is important that you can understand the material to more fully participate in chapter discussions posts. You will have assignments based on the lecture material as well as QuickBooks assignments to apply the information and applications you are learning.

The QuickBooks case study is accumulative with each segment building upon the previous project. It is important that you do not wait until the end of the week to start on your QuickBooks assignment; you may find that you do not have enough time to complete it if you do so. Online courses can sometimes be difficult if you do not manage your time wisely. It is your responsibility to

stay caught up and submit assignments promptly. You CANNOT wait until the end of the term to make up missing assignments. Late homework will be accepted for 70% of grade. Full credit for late work will only be accepted with excused absences.

Tests and Papers: There will be two exams. Each exam will consist of a mix of problem types including true/false, multiple choice, short answer and computer entries to the QuickBooks case study. The second exam will not be comprehensive, but the QuickBooks portion of the exam is based on information and applications learned throughout the semester. Students must score more than 50% on the final exam to receive a "C" or higher grade in the course.

Grading Policy:

90-100 = "A"	DB Post (13*10)	130
80-89 = "B"	Quizzes (13*10)	130
70-79 = "C"	QB Assignments (12*15)	180
60-69 = "D"	Class Intro	30
< 60 = "F"	Materials Assignments (12*15)	180
	Exam 1	100
	Exam 2	100
	Final Project	120
	<u>Bookkeeping Quiz</u>	<u>30</u>
	Total	1000

Teaching Style: My teaching style is laid back professional. I want this class to be fun for you, but I do warn you that the class can be difficult and it is best to get a good start. Accounting is a course that can help you in whatever endeavor you take. How much you get out of it will depend on how much you put into it.

Honor Code: The UAF student honor code applies to this class. Please review this if you are not familiar with its requirements in the UAF catalog or on-line at uaf.edu. It is assumed that all students do their own work on assignments, quizzes, and exams. I encourage you to collaborate as this can greatly increase your understanding of the material and provides incentive to study regularly. But you must do your own work. The UAF Honor Code places high expectations on student behavior and levies significant penalties for violations including assignments of a failing grade. Please read the entire code either in the UAF catalog or on-line at uaf.edu.

Disabilities: If you have a specific physical, psychiatric or learning disability and require reasonable accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to UAF Disability Services in the Center for Health and Counseling, 907-474-7043.

Tutors: Ruby Kibbee, Room 215 TVCC 455-2890