

**Curriculum Committee**



**Change of Program or Certificate Proposal**

*Note required information: Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

School or Division	School of Business and Technology
Program or Certificate	CCC, Accounting Technology Management
Proposed by (faculty only)	William Van Glabek
Presenter (faculty only)	Leroy Bugger
Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date.	
Submission date	2/10/2017

**Section I, Proposed Changes**

Change of School, Division, or Department	N/A
Change to program or certificate name	N/A
List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.	
N/A	
List below, any changes to the General Education requirements. Include course titles and credits if applicable.	
N/A	
List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.	
Remove ACG 2500, Governmental and Not-For-Profit Accounting and TAX 2401, Trusts, Estates, and Gifts: Accounting and Taxation, from the core curriculum.	
Add MTB 1103, Business Mathematics and FIN 2001, Business Finance, to the core curriculum.	

N/A	
List below, any other changes to the program or certificate requirements.	
N/A	
Change to program length (credits or clock hours to complete)	From: N/A To:

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

**Section II, Justification for proposal**

Include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks.

<p>Provide justification (below) for each change on this proposed curriculum action.</p> <p>Course content previously covered in TAX 2401, Trusts, Estates, and Gifts: Accounting and Taxation, will be included in TAX 2010, Federal Tax Accounting II. Inclusion of FIN 2001 will provide a more comprehensive view of the accounting/finance field.</p> <p>The current framework does not require in-depth accounting coverage for gifts, trusts, and estates. Tax treatment of these vehicles is covered in Federal Taxation II. Neither does the framework require any treatment of governmental or not-for-profit accounting. The core standards from the state framework (copied below) would be more thoroughly addressed in the curriculum with the inclusion of FIN 2001, Business Finance. In particular, Standards 1.0, 4.0, and 5.0 would all be better supported. In order to include FIN 2001, its prerequisite, MTB 1103, would also need to be included.</p> <p><b><u>Standards</u></b></p> <p>After successfully completing this program, the student will be able to perform the following:</p> <p>01.0 Prepare and use financial information about business organizations to support decision making. 01.06 Analyze financial information to make informed business decisions.</p> <p>02.0 Manage business information using appropriate software.</p> <p>03.0 Demonstrate effective business communication skills.</p> <p>04.0 Evaluate business and financial information to support internal decision making.</p>
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	04.03 Calculate and use break-even analysis and other related topics to make unstructured business decisions.
	04.06 Prepare business plans, budgets, and forecasts to support the management process.
05.0	Prepare governmental tax forms, including income, payroll, and sales taxes.
	05.03 Identify and analyze tax issues, consider alternative treatments and their consequences, and decide and defend your tax treatment solution.
06.0	Consider the implications of professional values, ethics, and attitudes in business.

**Section III, Important Dates and Endorsements Required**

<b>List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).</b>
Leroy Bugger

**NOTE:** Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Provost's Office.

<b>Term in which approved action will take place</b>	Choose an item.	Fall 2018
<b>Provide an explanation below for the requested exception to the effective date.</b>		
Type in the explanation for exception to start date here.		

<b>Any exceptions to the term start date requires the signatures of the Academic Dean or Associate Vice President and the Provost prior to submission to the Dropbox.</b>		
<b>Dean or Associate Vice President</b>	<b>Signature</b>	<b>Date</b>
Type name here		
<b>Provost</b>	<b>Signature</b>	<b>Date</b>
Dr. Jeff Stewart		

<b>Required Endorsements</b>	<b>Type in Name</b>	<b>Select Date</b>
<b>Department Chair or Program Coordinator/Director</b>	David Hoffman	2/10/2017

Academic Dean or Associate	Dr. John Meyer	2/10/2017
Vice President		

All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.

Approve       Do not approve

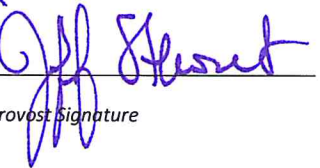


Curriculum Committee Chair Signature

3/13/17

Date

Approve       Do not approve



Provost Signature

3/15/17

Date

**Accounting Technology Management, CCC**

### Purpose

This certificate program is part of the Accounting Technology AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Accounting Technology Management program offers a sequence of courses that presents coherent and rigorous content needed to prepare for further education and for careers such as an accounts receivable coordinator, accounts payable coordinator, bookkeeper, credit and collections coordinator, payroll coordinator, accountant, auditor, and other accounting paraprofessionals in advanced professional accounting occupations.

The content includes but is not limited to the principles, procedures, and theories of organizing, analyzing and recording business and financial transactions and the preparation of accompanying financial records and reports for internal and external users.

### Program Structure

This program is a planned sequence of instruction consisting of 27 credit hours of Accounting Technology Core Requirements. Students completing this College Credit Certificate can transfer the credits directly to the AS Accounting Technology Degree.

### Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

### Certificate Completion/Graduation

Students must fulfill all requirements of their program major. Students must indicate their intention to attend commencement ceremony, by completing the Commencement Form by the published deadline.

## **Accounting Technology Management Certificate Requirements: 27 Credit Hours**

ACG 2021 - Financial Accounting 3 credits

ACG 2071 - Managerial Accounting 3 credits

ACG 2450 - Accounting Software Applications 3 credits

ACG 2500 - Governmental and Not-For-Profit Accounting 3 credits

CGS 1100 - Computer Applications for Business 3 credits

CGS 2511 - Advanced Spreadsheet Computing 3 credits

FIN 2001 - Business Finance 3 credits

MTB 1103 - Business Mathematics 3 credits

TAX 2000 - Federal Tax Accounting I 3 credits

TAX 2010 - Federal Tax Accounting II 3 credits

TAX 2401 - Trusts, Estates, and Gifts: Accounting and Taxation 3 credits

**Total Degree Requirements: 27 Credit Hours**

Information is available online at: [www.fsw.edu/academics/](http://www.fsw.edu/academics/) or on the School of Business and Technology Home Page at: [www.fsw.edu/sobt](http://www.fsw.edu/sobt)

VPAA: Revised 11/11, 6/12, 6/13, 7/14, 8/15, 8/16

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