

Washtenaw Community College Comprehensive Report

UAT 380 Managing Financial Operations of a Training Program (UA 9004) Effective Term: Winter 2021

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: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Course description

Total Contact Hours

Outcomes/Assessment

Objectives/Evaluation

Rationale: Update United Association course

Proposed Start Semester: Fall 2020

Course Description: In this course, students will be given a comprehensive overview of financial responsibilities associated with the 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 fraud prevention and Department of Labor (DOL) 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: Skills demonstration

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Skills checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

2. Identify and correct fraudulent financial transactions and unlawful accounting practices.

Assessment 1

Assessment Tool: Skills demonstration

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observational checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

3. Demonstrate the necessary accounting principles and DOL audit preparedness needed to manage the finances of a JATC.

Assessment 1

Assessment Tool: Outcome-related role play

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observational checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

Course Objectives

1. Create an annual budget plan for the student's local union.
2. Identify accounting procedures needed for United Association Local Union Coordinators and Directors.
3. Compare and contrast the investments and investment policies that can be used for the student's Training Program.

4. Identify potential items to consider when being audited by the Department of Labor (DOL).
5. Compare and contrast the relationship between preventing and detecting fraud.
6. Review existing accounting procedures and policies at the local for compliance.
7. Discuss the difference between the calendar year and the fiscal year.
8. Discuss the documents required to develop an annual budget.
9. Develop an annual budget.
10. Identify and define the elements of a fraudulent transaction and other unlawful accounting practices.
11. Demonstrate the accounting principles necessary to manage the financial obligations of a JATC.
12. Define accounting terminology.
13. Discuss the DOL requirements for a financial audit.
14. Create a financial spreadsheet in Excel.

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>Sep 03, 2020</i>
Department Chair/Area Director: <i>Marilyn Donham</i>	<i>Recommend Approval</i>	<i>Sep 23, 2020</i>
Dean: <i>Jimmie Baber</i>	<i>Recommend Approval</i>	<i>Oct 01, 2020</i>
Curriculum Committee Chair: <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Dec 02, 2020</i>
Assessment Committee Chair: <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Jan 14, 2021</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Jan 16, 2021</i>