REQUIRED SYLLABUS ITEMS

- Course Prefix
- Course Number
- Course Title
- Course/Catalog Description
- Name of College
- Course Pre or Co-requisites
- Course Competencies
- Number of Credits
- Methods of Assessment
- Course Textbook and Required/Suggested Materials
- Grading Policy
ACCT 2110 Principles of Accounting I (Financial)

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

Students should be able to:

Required:

1. Analyze business transactions, their effects on the financial statements and the interrelationships of the financial statements involving the following:
   a. Cash transactions
   b. Receivables and Net Realizable Value
   c. Operational Assets and Depreciation
   d. Inventory
   e. Current Liabilities
   f. Long-term Liabilities

2. Define, identify and demonstrate the impact of adjusting entries on financial statements.

3. Explain and demonstrate the differences between cash and accrual basis accounting.

4. Define and identify generally accepted accounting principles.

Required to be included in either ACCT 2113 or 2123:

1. Analyze equity ownership transactions and their effect on the financial statements.

2. Identify the cash flow statement activities and explain the purpose of the cash flow statement.

3. Perform ratio analysis to evaluate financial statements.
ACCT 2120 Principles of Accounting II (Managerial)

An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems.

Students should be able to:

Required:

1. Identify the differences between financial and managerial accounting.
2. Illustrate the accumulation of costs in cost accounting systems.
3. Describe the basic elements of the budgeting process, its objectives and budget preparation.
4. Define and classify cost behavior.
5. Perform cost-volume-profit analysis for decision making.
6. Perform differential (incremental) analysis for business decision making.
7. Explain the cause of the variance and its effect on the income statement.
8. Explain and demonstrate the difference between traditional costing and activity-based costing.

Required to be included in either ACCT 2113 or 2123:

1. Analyze equity ownership transactions and their effect on the financial statements.
2. Identify the cash flow statement activities and explain the purpose of the cash flow statement.
3. Perform ratio analysis to evaluate financial statements.
ACCT 2130 Introduction to Intermediate Accounting I

Introduction to intermediate accounting concepts, principles and practices, stressing financial reporting theory, applied financial accounting problems and contemporary financial accounting issues. Focuses on the determination of income and financial position of the corporate form of organization.

Students should be able to:

Required:

1. Identify GAAP necessary to record specific economic transactions related to realization principle (revenue recognition), matching principle (expense recognition) and the balance sheet asset categories.

2. Analyze how economic transactions reported under GAAP impact financial statements.

3. Select the appropriate GAAP to record these economic transactions.

4. Prepare required entries, financial statements and disclosures for these transactions.

BCIS 1110 Fundamentals of Information Literacy and Systems

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making.

Students should be able to:

Required:

1. Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.

2. Explain how to use the information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.

3. Evaluate bias, accuracy and relevance of information and its sources.

4. Use productivity tools for communications, data analysis, information management and decision-making.

5. Describe and use current information systems and technologies.
By agreement of the New Mexico Collegiate Business Articulation Consortium at its meetings in October 2010, the degree required to teach BLAW 2110 (formerly BLAW 2113) and BLAW 2120 (formerly BLAW 2123) is a J.D.

**BLAW 2110 Business Law I**

Survey of the legal environment of business and common legal principles including: the sources of law, dispute resolution and the U.S. court systems, administrative law, tort law, contract law, agency and employment law, business structure and governance, ethics and corporate social responsibility. Explores sources of liability and presents strategies to minimize legal risk.

*Students should be able to:*

**Required:**

1. Describe the sources of law.
2. Describe and explain dispute resolution and the court systems in the United States.
3. Describe the concepts of negligence, intentional torts and strict liability.
4. Describe and apply the essential aspects of contracts from creation, performance, breach and remedies, including basic contract law from Article 2 of the Uniform Commercial Code.
5. Explain the concept of ethics.

**Optional:**

1. Explain the concepts of social responsibility, the ethical application of the law, and the relationship between ethics and the law.
By agreement of the New Mexico Collegiate Business Articulation Consortium at its meetings in October 2010, the degree required to teach BLAW 2110 (formerly BLAW 2113) and BLAW 2120 (formerly BLAW 2123) is a J.D.

BLAW 2120 Business Law II

Property, advanced contract law, debtor-creditor relations, bankruptcy and Uniform Commercial Code topics including sales, negotiable instruments, secured transactions and documents of title.

Students should be able to:

Required:

1. Explain the Uniform Commercial Code law of sales, negotiable instruments and secured transactions.

2. Explain the law of property, including the characteristics of real and personal property.

Optional:

1. Describe the basic business organization forms available to businesses.

2. Describe and explain general employment law.

3. Explain ethics and social responsibility, the ethical application of the law, and the relationship between ethics and the law.
BUS 1110 Introduction to Business

Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

Students should be able to:

Required:

1. Explain how business and entrepreneurship affect the quality of life and the world around us.
2. Explain the characteristics of the different forms of business ownership.
3. Perform basic stakeholder analysis concerning accountability, ethics and social responsibility of business.
4. Demonstrate knowledge of the various dimensions of the business environment including political and legal, socio-cultural, environmental, diversity, economic, technological, and global.
5. Describe the purpose and functions of finance, operations, marketing, management, accounting, and information systems.
6. Demonstrate basic skills such as use of common business terminology, information search skills, presentation and writing skills, and team skills.

Optional:

1. Describe the purpose and content of a business plan.
BFIN 2110 Introduction to Finance

Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis.

Students should be able to:

Required:

1. Explain the time value of money and its application in decision-making, including calculating present and future values of single payment and series of payments.

2. Identify the major sources of external long-term financing for corporations.

3. Explain risk-return tradeoff as it relates to diversification.

4. Differentiate the role of finance from other related disciplines such as accounting and economics.

5. Demonstrate knowledge of capital markets and securities (debt and equity).

6. Describe basic types of financial ratios and their uses.

7. Demonstrate the ability to prepare cash flows and make qualitative judgments on the relevance of the changes from one time frame to another.

Optional:

1. Personal finance topics such as managing credit and investments.
ECON 2110 Macroeconomic Principles

Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies.

Students should be able to:

Required:

1. Explain the concepts of opportunity cost, comparative advantage and exchange.
2. Demonstrate knowledge of the laws of supply and demand and equilibrium and use supply and demand curves to analyze responses of markets to external events.
3. Explain the circular flow model and use the concepts of aggregate demand and aggregate supply to analyze the response of the economy to disturbances.
4. Explain the concepts of gross domestic product, inflation and unemployment and how they are measured.
5. Describe the determinants of the demand for money, the supply of money and interest rates and the role of financial institutions in the economy.
6. Define fiscal policy and monetary policies and how these affect the economy.
7. Identify the causes of prosperity, growth, and economic change over time and explain the mechanisms through which these causes operate in the economy.
ECON 2120 Microeconomic Principles

This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources.

Students should be able to:

1. Explain the concept of opportunity cost.
2. Demonstrate knowledge of the laws of supply and demand and equilibrium.
3. Use supply and demand curves to analyze responses of markets to external events.
4. Use supply and demand analysis to examine the impact of government intervention.
5. Explain and calculate price elasticity of demand and other elasticities.
6. Demonstrate an understanding of producer choice, including cost and break-even analysis.
7. Compare and contrast the following market structures: perfect competition, monopoly, monopolistic competition, and oligopoly.
MATH 1350 Introduction to Statistics

This course discusses the fundamentals of descriptive and inferential statistics. Students will gain introductions to topics such as descriptive statistics, probability and basic probability models used in statistics, sampling and statistical inference, and techniques for the visual presentation of numerical data. These concepts will be illustrated by examples from a variety of fields.

Students should be able to:

**Required:**

1. Use descriptive statistics (graphic representation, numerical measures).
2. Apply basic probability concepts.
3. Use both discrete and continuous probability distributions.
4. Use the various sampling methods.
5. Calculate point estimates and construct confidence intervals.
6. Conduct one-sample and two-sample tests of hypothesis.
7. Develop a regression line and determine the strength of a correlation.
8. Apply statistical analysis to decision-making.

**Optional:**

1. Use statistical software as available.
MGMT 2110 Principles of Management

An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling; while considering management's ethical and social responsibilities.

Students should be able to:

Required:

1. Explain the major functions of management including planning, organizing, communications, controlling, motivating, leading, and staffing.

2. Recognize major developments in the history of management thought.

3. Describe the basic managerial processes including decision-making and other key skills necessary for managers to perform their roles.

4. Identify an organization's stakeholders and the importance of social and ethical responsibility of managers.

5. Explain the formulation and implementation of strategic planning, including the relationship between goals, plans, vision statements, and mission statements.

6. Describe the strategies managers use to help organizations adapt to changing internal and external environments.

7. Explain organizational change, forces for change, sources of resistance to change, and the techniques managers can use to implement and facilitate change.
MKTG 2110 Principles of Marketing

Survey of modern marketing concepts and practices focusing on the marketing mix: product, pricing, promotion, and distribution strategies. Topics include: the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers.

Students should be able to:

Required:

1. Describe the professional, ethical, and social responsibilities of marketers.

2. Explain the role of the product in the marketing mix, including the product life cycle, the relevance of product innovation, and product classifications.

3. Illustrate the role of promotion in the marketing mix, including the communication process and the promotional mix.

4. Explain the role of price in the marketing mix, including pricing objectives, pricing policies, and pricing methods.

5. Describe the operation of channels of distribution and supply chains, including functions of intermediaries and degrees of coverage.

6. Define the concepts of target markets and market segmentation with respect to elements of the marketing mix.

7. Explain the importance of market research and information systems in supporting marketing decision making.

8. Describe the dynamic environment(s) in which marketing decisions must be made.
ENTR 1110 Entrepreneurship

Introduces students to the concept of entrepreneurship and to the process of business startups.

Students should be able to:

Required:

1. Identify the unique characteristics of an entrepreneur.
2. Identify opportunities and conduct needs analysis.
3. Develop value proposition/market fit for proposed products and services.
4. Develop an appropriate business model.
5. Identify availability of necessary resources.
ENTR 2110 Small Business Management

This course is designed to acquaint the student with the opportunities encountered in the management and operations of a small business enterprise.

Students should be able to:

Required:

1. Contrast the legal forms of business ownership.

2. Prepare a feasible business plan.

3. Describe the impact of internal and external environmental factors on management decision-making.

4. Explain typical government regulations, registrations, and reporting and compliance requirements impacting business.

5. Project financial resources and statements to identify problems and timing of cash infusion.

6. Develop a customer relationship management system.