

Allan Hancock College

NOTES - Accounting Advisory Committee Meeting

November 14, 2024 5:00pm

Present: Marit Campbell, Nancy Shafer, Myra McGill, Michael Galloway, Brent Darwin

In order of discussion.

1. Opening Comments & Introductions

Same members as last year with one exception -Tony Flores retired.

2. Review of Programs & Courses

Reviewed Handout on Accounting programs and courses.

3. Enrollment Trends

Reviewed Handout on Course Section Offerings by Semester.

New Instructors hired for Acct 131 & Acct 327. Lost 2 Instructors, Tony retired and Sophie moved.

Discussion held about how to increase enrollment on Bookkeeping Certificate courses. Ideas for out reach included contacted the Chamber of Commerce (Kevin?), Service Clubs, Saturday courses for business owners, Banks, QuickBooks fast track of Saturdays.

4. Classroom Visits

CalCPA visited day and evening classes in the last two weeks. Dual message for our students. They talked about Accounting is a great career and how accountants are needed. They also described the work of accountants as much more than desk work out in the field.

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Classroom Visits - continued

Cal Poly Professor Jim Kaney & students visited class last Spring. Jim brought accounting students, some previous Hancock students to describe the accounting program and accounting club activities. They showed our students what is waiting for them beyond AHC. We expect they will return in spring.

Marit volunteered for her staff from Lapp, Fatch, Myers & Gallagher to visit classes in the fall 2025. Her firm has two young CPAs who could relate to our students and talk with our students about the paths they have taken. Brent put in on the calendar for next fall.

5. BS. Applied Professional Studies

Reviewed Handouts about program courses identified course that could touch on accounting and finance topics.

APS3009 – Planning & Risk Mgmt, APS4002 Budgets & Excel, APS4006 Managerial Analytics.

Explained the provisional approval the CCC Chancellor's office. Discussed the CSU & UC approval process and the expected decision next spring.

Internally, we are moving ahead with the curriculum process starting. Goal is to start class in Fall 2026.

It was asked if there is a large enough pool of qualified professors to teach the 20 courses in the programs? Options were discussed included hiring a B.S program director who would also teach in the program, or using existed full time and part time faculty to teach the courses.

It was asked if the cohort format was going to be used or if variety of courses would be offered each semester for students to select.

It was asked how transferable the degree or even individual classes will be?

Allan Hancock College

Accounting Courses by Program

A.S. Accounting* & Accounting Certificate of Achievement

Acct 131 Financial Accounting 1

Acct 132 Financial Accounting 2

Acct 140 Managerial Accounting

Acct 150 QuickBooks

Acct 160 Financial Statement Analysis

Acct 170 Tax Accounting

CBIS 141 Excel – Comprehensive

**General Education courses also required.*

Bookkeeping Certificate of Achievement

Acct 105 Introduction to Accounting

Acct 317 Bookkeeping 1

Acct 318 Bookkeeping 2

Acct 327 Payroll Accounting

Acct 150 QuickBooks

CBIS 141 Excel – Comprehensive

Allan Hancock College

Accounting Course Offerings

Number of Sections by Semester

11/14/2024

	<u>2023 Spring</u>	<u>2023 Fall</u>	<u>2024 Spring</u>	<u>2024 Fall</u>	<u>2025 Spring</u>
Acct 105 - Intro to Acctg	1	1	1	1	1
Acct 131 - Fin Acctg 1	4	6	5	6	5
Acct 132 - Fin Acctg 2	3	3	3	3	3
Acct 140 - Managerial Acctg	2	2	2	2	2
Acct 150 - QuickBooks	1	1	1	1	1
Acct 160 - Fin Stmt Analysis	1		1		1
Acct 170 - Tax Acctg		1		1	
Acct 317 - Bookkeeping 1	1	1		1	
Acct 318 - Bookkeeping 2			1		1
Acct 327 - Payroll Acctg	1	1	1		1
	14	16	15	15	15

Class Cancelled - Low Enrollment

Bachelor of Science (B.S.) Degree in Professional Studies

PROGRAM DESCRIPTION

The Bachelor of Science (B.S.) Degree in Professional Studies is an applied career technical education program that provides students with the knowledge and skills necessary to compete and succeed in a constantly evolving job market. Through a combination of coursework and hands-on experiences, students will develop a deep understanding of the key principles that drive productivity and progress in a variety of industries and organizations.

The program includes two internships/practicums, which provide students with real-world experience in their chosen field. Prior workforce/training experience can be substituted for internship/practicum units following a successful review.

A capstone project is a key component of the program, requiring students to demonstrate their mastery of the skills and knowledge they have acquired throughout their studies. This project will allow them to showcase their abilities to potential employers.

Graduates of the program will be well-prepared to take on a variety of roles in a wide range of industries and will possess the skills and knowledge necessary to succeed as a professional in today's dynamic and competitive job market. It is well-suited for individuals desiring to enter the workforce, for those seeking advancement, and for mid-level managers wishing to sharpen their skills.

Bachelor of Science (B.S.) Degree in Professional Studies

DEGREE REQUIREMENTS

UPPER DIVISION GENERAL EDUCATION (12 semester/18 quarter units)

PS 3000 – Creativity and Problem-Solving	3
PS 3001 – Building a Diverse Workforce	3
PS 3002 – Global Trends in Technology	3
PS 3003 – Professional Communication – Oral and Written	3

UPPER DIVISION MAJOR (36 semester/54 quarter units)

PS 3004 – The Future of Work	3
PS 3005 – Transformative Thinking	3
PS 3006 – Management and Evaluation of Employees	3
PS 3007 – Applied Leadership	3
PS 3008 – Ethics and Professional Conduct	3
PS 3009 – Planning and Risk Management	3
PS 4000 – Productivity in the Workplace	3
PS 4001 – Project Planning, Development, and Evaluation	3
PS 4002 – Budgets and Financial Spreadsheets	3
PS 4003 – Business Support Systems	3
PS 4004 – Business Development	3
PS 4005 – Managing Legal Issues	3

DATA ANALYTICS (3 semester units/4.5 quarter units)

PS 4006 – Managerial Analytics	3
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INTERNSHIP/PRACTICUM* (3 semester/4.5 quarter units)

PS 4007 – Internship/Practicum I	3
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*Prior workforce training or experience may be substituted for the Internship/Practicum units following a successful review.

PROJECT STUDIO

PS 4008 – Project Studio	3
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CAPSTONE PROJECT (3 semester units/ 4.5 quarter units)

PS 4009 – Capstone Project Seminar	3
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PS 3009 – Planning and Risk Management

Course Description

This course offers students a comprehensive understanding of the critical role of effective planning and risk management in achieving organizational objectives and ensuring long-term success. This course provides a strategic framework for students to develop skills in designing, implementing, and evaluating robust plans while identifying and mitigating potential risks in dynamic and uncertain business environments. The course further explores the fundamental concepts of planning, emphasizing the significance of aligning plans with an organization's vision, mission, and strategic goals. Students will learn how to set SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) objectives and develop action plans to translate strategic visions into actionable steps.

Key Topics

1. **Introduction to Planning:** Insight into the importance of planning in organizational success and understand the different types of plans, including strategic, tactical, and operational planning.
2. **Strategic Planning:** Focus on the strategic planning process, including conducting SWOT (Strengths, Weaknesses, Opportunities, and Threats) analyses, setting long-term goals, and formulating strategies to gain a competitive advantage in the market.
3. **Project Management and Planning:** Introduction to the principles of project management, covering project scope, scheduling, budgeting, and resource allocation.
4. **Risk Mitigation and Contingency Planning:** Strategies for mitigating identified risks and developing contingency plans to minimize potential negative consequences.
5. **Decision-making under Uncertainty:** Exploration of decision-making processes in the face of uncertainty and complexity.
6. **Technology and Risk Management:** The role of technology in risk management and planning.
7. **Evaluating and Updating Plans:** Examination of the importance of continuous evaluation and updating of plans and risk management strategies.
8. **Throughout the course, students will engage in case studies, simulations, group discussions, and practical exercises to apply planning and risk management principles in various contexts.**

Learning Outcomes

- **Evaluate and Develop Comprehensive Strategic Plans:** Evaluate existing strategic plans and identify areas for improvement.
- **Analyze and Prioritize Risks in Complex Environments:** Identify and analyze potential risks within dynamic and complex business environments.

- Design and Implement Effective Risk Mitigation Strategies: Design and implement risk mitigation strategies to proactively address identified risks.
- Develop Resilient Business Continuity Plans: Design and implement business continuity plans that ensure an organization's ability to respond effectively to crises and disruptions.

Course Outline

Week 1: Introduction to Planning and Risk Management

- Overview of the course objectives and key topics
- Understanding the importance of planning and risk management in organizational success

Week 2: Strategic Planning Fundamentals

- Exploring the strategic planning process
- Setting organizational vision, mission, and long-term objectives

Week 3: Environmental Analysis and SWOT Analysis

- Conducting environmental scans to identify opportunities and threats
- Performing SWOT analysis to assess organizational strengths and weaknesses

Week 4: Developing Strategic Goals and Objectives

- Formulating SMART objectives aligned with organizational strategy
- Integrating operational and tactical planning with strategic goals

Week 5: Operational Planning and Implementation

- Creating operational plans to support day-to-day activities
- Techniques for implementing and monitoring operational plans

Week 6: Introduction to Risk Management

- Understanding the concept of risk and its relevance to planning
- Identifying the benefits of effective risk management in organizations

Week 7: Risk Identification and Assessment

- Techniques for identifying and categorizing potential risks
- Qualitative and quantitative risk assessment methods

Week 8: Risk Prioritization and Risk Appetite

- Prioritizing risks based on potential impact and likelihood
- Defining and understanding an organization's risk appetite

Week 9: Risk Mitigation Strategies I

- Developing risk mitigation plans for high-priority risks
- Risk avoidance and risk reduction techniques

Week 10: Risk Mitigation Strategies II

- Risk transfer and risk acceptance strategies
- Evaluating the cost-benefit of risk mitigation actions

Week 11: Crisis Management and Business Continuity Planning

- **Identification of typical crisis categories**

- Preparing for and managing crises in organizations
- Developing business continuity plans to ensure organizational resilience

Week 12: Decision-Making under Uncertainty

- Decision-making models for managing risk and uncertainty
- Integrating risk analysis into the decision-making process

Week 13: Technology and Risk Management

- Leveraging technology for risk assessment and management
- Data analytics and simulation in risk analysis

Week 14: Evaluating and Monitoring Plans

- Techniques for evaluating plan effectiveness and performance
- Identifying the need for plan adjustments and updates

Week 15: Integrating Planning and Risk Management

- Integrating risk management considerations into the planning process
- Balancing risk and reward in organizational decision-making

Week 16: Review and Final Project Presentations

- Course review and reflections on key learnings
- Final project presentations on strategic plans and risk management strategies

Note: The course may include guest lectures from industry professionals, case studies, group discussions, and practical exercises to provide students with hands-on experience in strategic planning and risk management.

PS 4002 – Budgets and Financial Spreadsheets

Course Description

This course provides students with a comprehensive understanding of budgeting and financial spreadsheets. Students will learn how to create and maintain a budget, including creating a spending plan and tracking expenses. They will also learn about financial statements, including balance sheets, income statements, and cash flow statements, and how to use these statements to make informed financial decisions.

Additionally, students will gain hands-on experience using spreadsheet software, such as Microsoft Excel, to create and manage financial spreadsheets. Topics covered in this course include creating formulas and functions, using charts and graphs to display financial data, and utilizing advanced features such as pivot tables and macros.

By the end of the course, students will have the skills and knowledge to create and maintain an accurate budget, analyze financial data, and use spreadsheet software effectively to manage their finances. This course is ideal for students interested in pursuing a career in finance or accounting, as well as individuals looking to gain practical financial skills for personal use.

Major Topics

1. Budgeting basics: Introduction to budgeting, creating a spending plan, tracking expenses, and using budgeting tools.
2. Financial statements: Overview of financial statements such as balance sheets, income statements, and cash flow statements, and how to analyze and interpret these statements.
3. Advanced spreadsheet features: Utilizing advanced features such as pivot tables and macros to manipulate and analyze financial data.
4. Analysis of cost behavior juxtaposed with volume changes. Types of costs found on Income Statements.
5. Volume analysis on profit/surplus planning. Using cost structure to understand profit/surplus changes as total demand changes.
6. Decision making analysis: Examination of relevant costs to conventional organization decisions.
7. Financial planning and analysis: Using budgets and financial spreadsheets to make informed financial decisions, plan for the future, and manage risk.
8. Personal finance: Applications of budgeting and financial spreadsheets in personal finance, including saving, investing, and debt management.
9. Case studies: Analyzing real-world examples of budgets and financial spreadsheets to reinforce the concepts and skills learned in the course.

Learning Outcomes

- Analysis and interpretation of financial data: Students will be able to analyze and interpret financial data, including financial statements and budget data, to make informed financial decisions.
- Effective use of spreadsheet software: Students will be able to effectively use spreadsheet software, such as Microsoft Excel, to create and manage financial spreadsheets and perform calculations.

- Financial planning and decision-making: Students will be able to use budgeting and financial spreadsheets to plan for the future and make informed financial decisions, such as saving and investing.
- Communication of financial information: Students will be able to effectively communicate financial information using charts, graphs, and other visual aids to effectively present financial data to others. This will also help students to build their presentation and public speaking skills.

Course Outline

Week 1: Introduction to Budgeting

- Overview of budgeting
- Creating a spending plan
- Tracking expenses

Week 2: Financial Statements

- Overview of financial statements
- Balance sheets
- Income statements
- Cash flow statements

Week 3: Advanced Spreadsheet Features

- Pivot tables
- Macros

Week 4: Behavior of Costs

- Variable, fixed & mixed costs
- Contribution format income statements

Week 5: Cost-Volume-Profit Analysis

- Breakeven and target profit volumes
- Operating leverage

Week 6: Conventional Cost Decisions

- Out sourcing
- Special Orders
- Discontinued Segments

Week 7: Budgeting Case Study

- Analyzing a real-world budget and financial spreadsheet

Week 8: Midterm Exam

Week 9: Personal Finance

- Saving
- Investing
- Debt management

Week 10: Financial Planning and Analysis

- Overview of financial planning and analysis
- Using budgets and financial spreadsheets to make informed financial decisions

Week 11: Financial Modeling

- Overview of financial modeling
- Building financial models in Excel

Week 12: Case Study: Investment Analysis

- Analyzing an investment opportunity using a financial model

Week 13: Budgeting and Financial Spreadsheets in Business

- Overview of budgeting and financial spreadsheets in business
- Case studies of businesses using budgeting and financial spreadsheets

Week 14: Project: Creating a Budget and Financial Spreadsheet

- Students will work on creating their own budget and financial spreadsheet

Week 15: Project: Presentation of Budget and Financial Spreadsheet

- Students will present their budget and financial spreadsheet to the class

Week 16: Final Exam and Course Review

- Final exam covering the material from the course
- Course review and feedback from students

PS 4006 – Managerial Analytics

Course Description

This course is designed to equip students with the knowledge and skills necessary to leverage data-driven insights for effective decision-making and strategic planning in modern managerial roles. Students will explore various analytical techniques, tools, and frameworks that empower managers to harness the power of data to solve complex business problems, optimize processes, and drive organizational success. The course establishes a solid foundation in data analytics, introducing students to essential concepts, data visualization techniques, and data processing methods. Students will gain a comprehensive understanding of the role of data in managerial decision-making and its impact on organizational performance.

Key Topics

1. **Introduction to Managerial Analytics:** Introduction to the fundamentals of managerial analytics, understanding the role of data in decision-making and how it shapes managerial practices in diverse industries.
2. **Data Collection and Preprocessing:** Focus on techniques for collecting, cleaning, and preparing data for analysis, ensuring its quality and reliability for making informed decisions.
3. **Data Visualization and Interpretation:** Exploration of various data visualization tools and techniques to effectively communicate analytical findings to stakeholders.
4. **Descriptive Analytics:** Examination of descriptive analytics techniques, such as summary statistics and data exploration, to gain insights into historical trends and performance metrics.
5. **Predictive Analytics:** Exploration of predictive modeling techniques to forecast future outcomes and make data-driven predictions.
6. **Prescriptive Analytics:** Introduction to prescriptive analytics, enabling students to develop optimization models and make data-driven decisions for resource allocation and process improvement.
7. **Managerial Decision-Making:** Examination of how analytics influences managerial decision-making processes.
8. **Business Intelligence and Reporting:** Focus on implementing business intelligence tools for data reporting and analytics.
9. **Ethical and Privacy Considerations in Managerial Analytics:** Explorations of ethical and privacy concerns related to data collection, analysis, and usage.
10. **Data-Driven Strategy and Performance Measurement:** Discussions related to using analytics to develop data-driven business strategies and performance measurement frameworks.

Throughout the course, students will engage in hands-on data analysis projects, team exercises, and business simulations to apply analytical techniques in managerial decision-making scenarios. By the end of the semester, students will possess the skills and confidence to leverage data effectively, transforming information into actionable insights to enhance managerial practices and foster innovation in their future careers.

Learning Outcomes

- **Analyze and Interpret Complex Business Data:** Demonstrate the ability to analyze and interpret large and complex datasets using advanced analytical tools and techniques.
- **Develop Data-Driven Strategies:** Utilize managerial analytics to develop data-driven business strategies.
- **Apply Predictive Modeling for Business Forecasting:** Apply predictive modeling techniques to forecast future business outcomes.
- **Design and Implement Prescriptive Analytics Solutions:** Design and implement prescriptive analytics solutions to optimize business processes and resource allocation.

Course Outline

Week 1: Introduction to Managerial Analytics

- Overview of the course objectives and key topics
- Understanding the role of data analytics in managerial decision-making

Week 2: Data Collection and Preprocessing

- Techniques for data collection, cleaning, and preparation
- Ensuring data quality and reliability for analysis

Week 3: Data Visualization and Interpretation

- Introduction to data visualization tools and techniques
- Interpreting visualizations to gain insights and identify trends

Week 4: Descriptive Analytics

- Exploring descriptive analytics methods (e.g., summary statistics, data exploration)
- Analyzing historical data to understand past performance

Week 5: Predictive Analytics I

- Introduction to predictive modeling techniques
- Regression analysis for making data-driven predictions

Week 6: Predictive Analytics II

- Time series forecasting for future projections
- Machine learning algorithms for predictive analytics

Week 7: Prescriptive Analytics I

- Understanding prescriptive analytics and optimization models
- Developing decision support systems for resource allocation

Week 8: Prescriptive Analytics II

- Applying simulation techniques for scenario analysis
- Implementing prescriptive analytics solutions in real-world scenarios

Week 9: Managerial Decision-Making with Analytics

- How analytics influences managerial decision-making processes
- Analyzing case studies on data-driven decision-making

Week 10: Business Intelligence and Reporting

- Implementing business intelligence tools for data reporting
- Creating interactive dashboards and reports for strategic insights

Week 11: Ethical and Privacy Considerations in Managerial Analytics

- Exploring ethical and privacy concerns in data analytics
- Navigating ethical dilemmas in managerial decision-making

Week 12: Data-Driven Strategy Development

- Integrating analytics into strategic planning processes
- Developing data-driven business strategies for growth and innovation

Week 13: Performance Measurement and Key Performance Indicators (KPIs)

- Designing performance measurement frameworks using analytics
- Identifying and tracking key performance indicators for business success

Week 14: Real-World Applications of Managerial Analytics

- Guest lectures from industry professionals sharing practical insights
- Applying managerial analytics in various business domains

Week 15: Managerial Analytics in Complex Decision-Making

- Decision-making under uncertainty and complexity
- Integrating analytics in critical business decisions

Week 16: Final Projects and Course Review

- Presentations of final projects applying managerial analytics concepts
- Course review, reflections, and key takeaways

Note: The course may include hands-on data analysis projects, team exercises, and business simulations to provide students with practical experience in applying managerial analytics concepts to real-world scenarios. Additionally, guest speakers from relevant industries may be invited to share insights on how analytics drives decision-making and business success.