

Program Review Self-Study
Northern New Mexico College
Business Department



PROGRAM: Bachelor of Business Administration

DEAN/Chair: Lori Baca, D.B.A., Chair

DIRECTOR: Karen Simpson, M.B.A., Director

DATE: April 25, 2014

Table of Contents

BUSINESS DEPARTMENT	3
OVERVIEW	3
FACULTY	3
PROGRAM ACCREDITATION	9
ASSESSMENT PROCESS	10
GOALS	10
STUDENT LEARNING	10
ASSESSMENT REQUIREMENTS BY ACBSP	11
ASSESSMENT OF QUALITY	13
SCHOLARLY AND PROFESSIONAL ACTIVITIES	25
RESOURCE ALLOCATION	26
COMPREHENSIVE PLAN FOR THE FUTURE	27
GOAL 1 – RESOURCE ALLOCATION	27
GOAL II—EDUCATION	28
GOAL III- STUDENT	30
GOAL IV- FACULTY AND STAFF	31
STRATEGIC PLANNING	33
MISSION	33
VISION	33
ORGANIZATION GUIDELINE	33
STRATEGIC GOALS	33
OBJECTIVES	33
TASKS	34
APPENDIX A	37
APPENDIX C	38
APPENDIX D	40
APPENDIX E	42
APPENDIX F	43

Business Department

History: The Bachelor of Business Administration applied for and received candidacy status for accreditation through the Accreditation Council for Business Schools and Programs (ACBSP) in 2010. The department is in the process of compiling a self-study report to apply for accreditation in 2014. The candidacy status is valid for five years. Therefore, our department must apply for accreditation by 2015.

Vision: NNMC's Business Department will play a major role in the development of tomorrow's business leaders through the active integration of innovative teaching and student engagement. The department will create a stimulating, intellectual environment that focuses on leadership and management in a technology-rich, global marketplace.

Mission: Our Bachelor's degrees are designed to prepare future leaders, who think critically and communicate effectively and ethically.

Overview

The Bachelor of Business Administration has four majors: Accounting; Management; Management Information Systems; and Project Management. Management Information Systems will phase out in the Spring 2014 semester due to low enrollment. Since 2010, eighty-seven students have graduated with a Bachelor of Business Administration degree from Northern New Mexico College. The department has and will continue to provide access to high quality business courses and learning opportunities that meet the educational, cultural, and economic needs of the region. Our program prepares students for success in local, national, and global marketplaces.

Faculty

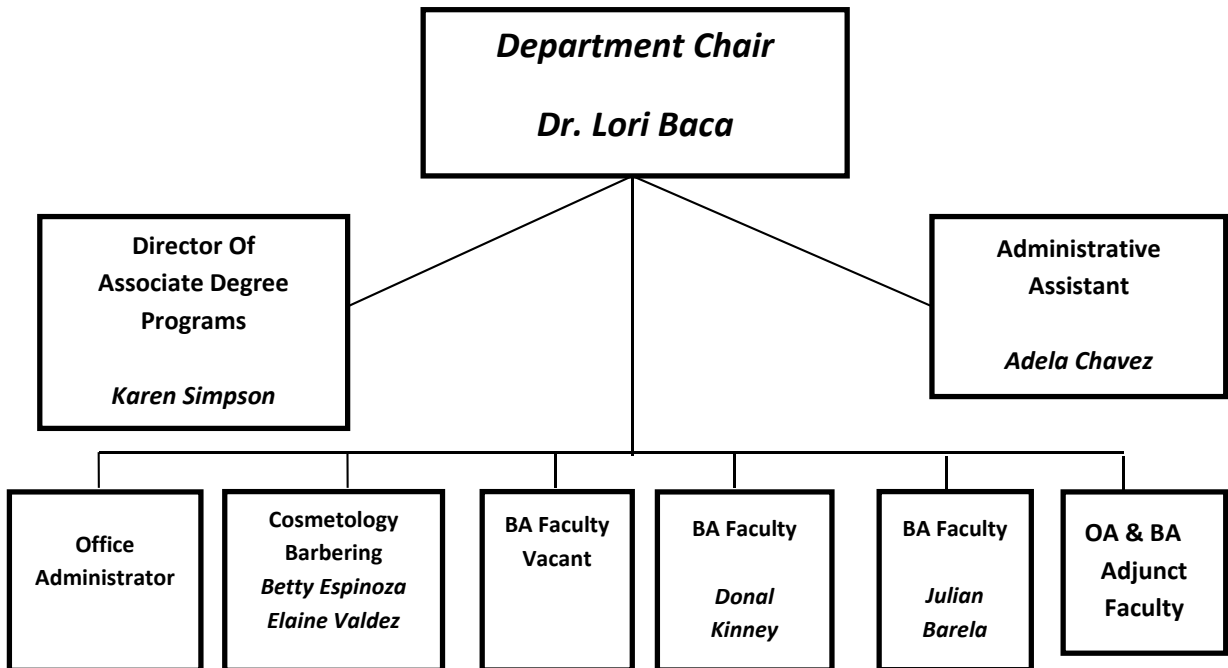
Northern New Mexico College Department of Business seeks to ensure an excellent faculty by matching credentials and characteristics with program objectives. A periodic evaluation of faculty is conducted on the basis of defined criteria and objectives. Opportunities for faculty development are provided to support departmental and individual objectives. This supports an environment for superior teaching.

The Department of Business key human resource plans include faculty recruitment, faculty development, faculty evaluation, and promotion and tenure. In order to meet stakeholder needs, we must provide well-prepared faculty members who can practice their profession within the missions of the College and the Business

Department. Our human resource plan recognizes the need for a balance between theory and practice in our academic programs. Faculty recruitment is based on baccalaureate degree programs, and current and anticipated student enrollment.

All of the full-time faculty hold Doctorate Degrees, Master's Degrees or professional certifications appropriate for the areas in which they teach. The Business Department is comprised of the department chair, director, two full-time faculty members, adjunct faculty members, and an administrative assistant. See current organizational chart (Chart 1) below:

Chart 1: Business Department Organizational Chart



Faculty processes provide for depth and breadth of knowledge.

Our diverse faculty members bring a wide variety of professional and educational experience to the program. Table 1 shows the full-time faculty qualifications and a sample of courses taught.

Table 1: Full-Time Faculty Credentials (Spring 2014)

FULL-TIME FACULTY					
Northern New Mexico College Faculty Academic Credentials – Spring 2014					
Name	Rank	Education	Academic Starting Date	Northern Starting Date	Primary Areas of Expertise
					Sample of Courses Taught
Lori Baca	Full-Time	D.B.A.	1994	2002	Primary Area - Management Business Statistics, Microeconomics, Principles of Finance, Strategic Management, Business Administration Capstone
Karen Simpson	Full-Time	MBA	1991	1991	Primary Area – Accounting/Finance Accounting Principles I and II, Principles of Finance, Corporate Finance
Donal Kinney	Full-Time	MBA/CPA	2010	2012	Primary Area - Accounting Accounting Principles II, Microeconomics, Managerial Accounting, Cost Accounting, Ethical and Legal Issues in Business
Julian Barela	Full-Time	D.B.A.	2010	2013	Primary Area - Management Business Technology, Organizational Behavior, International Business and Management, Principles of Management, Strategic Management
		Ph.D.			Upper Division in BA Degree

FULL-TIME FACULTY					
Northern New Mexico College Faculty Academic Credentials – Spring 2014					
Name	Rank	Education	Academic Starting Date	Northern Starting Date	Primary Areas of Expertise
					Sample of Courses Taught
New Position	Full-Time			Proposed Fall 2014	

Our adjunct pool is made up of highly qualified individuals who have excelled in their disciplines and bring to the classroom a balance of theory and practice. Table 2 shows the adjunct faculty qualifications and a sample of courses taught.

Table 2: Adjunct Faculty Credentials (Spring 2014)

Adjunct FACULTY					
Northern New Mexico College Faculty Academic Credentials – Spring 2014					
Name	Rank	Education	Academic Starting Date	Northern Starting Date	Primary Areas of Expertise
					Sample of Courses Taught
Ida Carillo	Adjunct	BBA	2013	2013	Accounting Principles I
Miche Bove	Adjunct	MBA	2012	2012	Human Resource Management
John Buksa	Adjunct	MBA/Ph.D.	2013	2013	Economics and Project Management
Katherine Harding	Adjunct	MBA/J.D.	2013	2013	Business Law
	Adjunct	D.B.A.	2013	2013	

Adjunct FACULTY					
Northern New Mexico College Faculty Academic Credentials – Spring 2014					
Name	Rank	Education	Academic Starting Date	Northern Starting Date	Primary Areas of Expertise
					Sample of Courses Taught
Patrick Kennedy					Money and Banking, Ecommerce, Organizational Management
James Lewis	Adjunct	MIM	2013	2013	Principles of Project Management
Christopher Madrid	Adjunct	MBA/J.D.	2012	2012	Entrepreneurship and Business Law

Table 2: Adjunct Faculty Credentials (Spring 2014) Continued

Adjunct FACULTY					
Northern New Mexico College Faculty Academic Credentials – Spring 2014					
Name	Rank	Education	Academic Starting Date	Northern Starting Date	Primary Areas of Expertise
					Sample of Courses Taught
Sylvia Sena	Adjunct	MBA	2011	2011	Accounting Information Systems, Managerial Accounting
Amanda Vigil	Adjunct	MBA	2014	2014	Quickbooks, Accounting
Montana Walsh	Adjunct	MBA	2012	2012	Business Math, Corporate Finance, Principles of Finance

Advisory Committee for the Business Department (2012 -2014)

The business advisory board, composed of industry professionals, communicates the needs of business and organizations in the surrounding communities. Through semiannual meetings, the board helps our department to remain connected to the needs of employers.

One of the most important elements in our delivery system is the curriculum. The board's recommendations regarding business curriculum, learning outcomes, and assessments contribute significantly to our students' career preparation. Before these recommendations are incorporated into the curriculum and the capstone course, there are discussions of program goals, career opportunities, and course objectives between faculty and students as they pertain to faculty expectations and student focus. Internships assist in providing practical applications to our students in all major areas of study.

In addition to semiannual meetings, committee members are notified of pertinent issue via periodic e-mail updates. The Committee was formed to obtain feedback from community members who are active in the local economy. Input from the Committee is used to improve the academic offerings by the Business Department at Northern NM College.

Members of the advisory committee include:

Joe Duran, City of Española

Abel Lucero, New Mexico Department of Workforce Solutions

Montana Walsh, NNMC Part-Time Faculty

Barbara Bachechi, VP of Human Resources, Valley National Bank

Ida Carillo, NNMC Small Business Development Center

Debbie Manzanares, Ghost Ranch Conference Center

Kelly Duran, Española Valley Chamber of Commerce

Lori Baca, NNMC Business Department Chair

Karen Simpson, NNMC Full-Time Faculty

Donal Kinney, NNMC Full-time Faculty

Julian Barela, NNMC Full-time faculty

Adela Chavez, NNMC Administrative Assistant

Program Accreditation

The ACBSP is committed to reliable, public disclosure of information on accreditation.

Program evaluation and review provided by the ACBSP looks specifically and comprehensively at specific programs of a college or university. Certification can be programmed in many different disciplines. The ACBSP provides a process by which colleges and universities can earn accreditation for their business programs. The ACBSP has a comprehensive set of accreditation principles that examine a college or university's business programs. The eight main areas included in this examination are:

Outcomes Assessment

Strategic Planning

Curriculum

Faculty

Scholarly and Professional Activity

Resources

Internal and External Relations

Educational Innovation

For a business program to become accredited, it must first become a candidate for accreditation. It must then produce a self-study that covers each of the ACBSP's accreditation principles. A team of highly-trained site evaluators then visits the institution and produces a report detailing compliance with the ACBSP's accreditation principles. The self-study, site visit report, and the institution's response are reviewed by the ACBSP Board of Commissioners. For the Commissioners to grant accreditation, the business programs must be in substantial compliance with all of the ACBSP's accreditation principles. The Commissioners also note areas of required improvement, which are called "Notes." Programs are required to address the notes and report annually on progress.

To be accredited, therefore, means that an institution's business programs have made a commitment to excellence in business education, have been reviewed by external evaluators, and have met the ACBSP's accreditation principles.

Above information is from the ACBSP website: <http://www.acbsp.org>.

Assessment Process

Goals

The Departmental goals established between the leadership team and faculty (with input from stakeholders) guide program directions, performance expectations and values. These goals are created at the beginning of each academic year and are communicated to all stakeholders. During the strategic planning process inputs are also sought from the larger college community – including other faculty, students, staff and administrators. Through the strategic planning process, goals and objectives for the Department were identified. The goals were concentrated in five key areas: leadership, communication, ethics, strategies, and specific knowledge and skills. The goals were reviewed and communicated to all constituents through departmental meetings with faculty, students, the advisory committee and other stakeholders.

Student Learning

The Business Department's leadership model is to measure the overall performance and outcomes of the department in order to determine whether or not its educational objectives are being accomplished. The outcomes assessment model facilitates the department's continuous improvement of learning outcomes and development of new programs (majors) in response to market and stakeholder needs. For these reasons, the Business Department has implemented formal and informal ongoing assessment programs following its last ACBSP reaffirmation self-study year.

The Department's mission supports the College's mission and is an integral part of Northern's Strategic Plan (Appendix B). To accomplish the mission of the business program, graduates will be able to:

Goal #1. Demonstrate leadership competencies. Clearly identify leadership challenge and apply different leadership styles in addressing issues.

Goal #2. Communicate effectively. Learn new managerial skills that requires knowledge of computer applications in business.

Goal #3. Act in an ethical manner. Respond to change in a dynamic, global marketplace and demonstrate high ethical standards in their place of work.

Goal #4. Integrate strategies within overall organizational context. Apply strategies in addressing business issues.

Goal #5. Domain-specific knowledge and skills. Expand their knowledge base by pursuing further studies in graduate or professional schools.

The above objectives will be accomplished through several measures which include the general education core curriculum, the business core, foundation courses (introductory courses), and a capstone course that provides the experience for students to apply their knowledge and skills attained in all prior courses.

The Business Program will employ several tools to assess student learning outcomes. Some of these tools are exit examinations, standardized tests, (compare performance of students against national benchmarks), surveys, and pre/post tests in all business courses (See Table 3). These data will be used to determine program effectiveness.

Assessment Requirements by ACBSP

Each upper level course instructor administers a project, paper or exam that will evaluate the goals set by the business department. An assessment report is completed at the end of each semester for the upper level courses taught that semester. (see Table 3).

Table 3. Assessment Tools and Department Goals.

Course/Assessment Tool	Departmental Goals
BA 300/ Report on a Law Topic	2, 3
BA 310/Use of Tech. and knowledge skills	2, 5
BA 313/Article Review and Case study	2, 4
BA 330/Computer Technology and Use of PM tools to disseminate info.	2, 5

Course/Assessment Tool	Departmental Goals
BA 411/Computer Technology using excel projects.	2, 5
BA 461/Project on ethical responsibility to society.	3
BA 462/Article Review and final paper on International Business	1, 2, 4
BA 350/Final project on Entrepreneurship	1, 3, 4, 5
BA 485/Research Paper that incorporates 3 out of 5 (finance, accounting, economics, business strategies, and marketing	1, 2, 3, 4, 5
BA 304/Paper Analyzing financial statements.	2, 5
Assessment Tool	
BA 305/Excel spreadsheet project solving acct. problems and creating journal entries	2, 5
BA 306/Ethics Problem Paper	3, 5
BA 324/Tax return preparation project	5
BA 352/Case Study	5
BA 405/Case Study	5
BA 445/Excel Spreadsheet project to support business decision making.	2, 5
BA 446/Presentation	2, 5
BA 353/Final paper on production planning	4, 5
BA 360/Final paper on Human Resources	2, 3
BA 408/Case Study	4, 5
Assessment Tool	
BA 432/ Final paper on management strategies	2, 4
BA 456/Case study Marketing Management	4, 5
BA 334/Final paper on Organizational Management	2, 5
BA 335/Planning Project	2, 4, 5
BA 336/Communications Project	2, 4, 5

Course/Assessment Tool	Departmental Goals
BA 433/Paper on Project Quality and Risk Management	2, 5
BA 435/Paper on Project Procurement and Contracts	4, 5
BA 438/Paper on Project Leadership	1
ECON 410/Paper on Money and Banking	2, 3, 4

Assessment of Quality

Enrollment and productivity data for the last four years (2010 to 2014)

The following table shows the number of student credit hours, completed student credit hours, with program majors taking non-major courses and non-program majors taking program courses. The data includes courses with the prefix of BA and ECON. Business Administration Majors: Accounting (BBA), Management (BBA), Management Information Systems (BBA), and Project Management (BBA) (Appendix C, D, E, F).

Completed SCH: Student Credit Hours generated by students who did not receive a “W” or “AU” (in HPER)

Table 4. Enrollment and productivity data.

Term	Student Credit Hours (All program majors taking major courses)	Completed SCH (All program majors taking major courses)	Student Credit Hours (All program majors taking non-major courses)	Completed SCH (All program majors taking non-major courses)	Student Credit Hours (All non-program majors taking program courses)	Completed SCH (All non-program majors taking program courses)
Spring 10	911	878	548	480	742	694

Term	Student Credit Hours (All program majors taking major courses)	Completed SCH (All program majors taking major courses)	Student Credit Hours (All program majors taking non-major courses)	Completed SCH (All program majors taking non-major courses)	Student Credit Hours (All non-program majors taking program courses)	Completed SCH (All non-program majors taking program courses)
Summer 10	243	234	105	82	214	190
Fall 10	978	921	780	686	492	432
Spring 11	887	866	614.5	588.5	418	379
Summer 11	252	222	140	125	84	72
Fall 11	874	814	822.5	777.5	316	283
Spring 12	1020	960	689.5	630.5	327	300
Summer 12	159	144	98	85	75	69
Fall 12	684	663	815.5	776.5	276	267
Spring 13	693	657	840.5	796.5	294	282
Summer 13	129	126	103	100	57	54
Fall 13	622.5	594	871.5	808.5	271	259
Spring 14*						
Total	9660.5	9125	8305.5	7693.5	9655	8758

**Completed SCH for Spring 14 will not be determined until end of term*

Since Spring 2010 there has been a decline in Student Credit Hours (SCH) completed. One reason is some students graduated and another reason might be some students may have transferred.

Table 5. Student Credit Hour Completion Rates.

Term	SCH Completion Rate (All program majors taking major courses)	SCH Completion Rate (All program majors taking non-major courses)	SCH Completion Rate (All non-program majors taking program courses)
Spring 10	96%	88%	94%
Summer 10	96%	78%	89%
Fall 10	94%	88%	88%
Spring 11	98%	96%	91%
Summer 11	88%	89%	86%
Fall 11	93%	95%	90%
Spring 12	94%	91%	92%
Summer 12	91%	87%	92%
Fall 12	97%	95%	97%
Spring 13	95%	95%	96%
Summer 13	98%	97%	95%
Fall 13	95%	93%	96%

Table 5 shows a high completion rate of student credit hours between Spring 2010 and Fall 2013.

Table 6. Accounting Major. Full-Time and Part-Time declared/enrolled.

	Accounting		
Term	Full-Time Declared/ Enrolled	Part-Time Declared/ Enrolled	Total
Spring 2010	3	1	4

	Accounting		
Term	Full-Time Declared/ Enrolled	Part-Time Declared/ Enrolled	Total
Summer 2010	0	4	4
Fall 2010	10	3	13
Spring 2011	8	5	13
Summer 2011	0	7	7
Fall 2011	15	10	25
Spring 2012	18	7	25
Summer 2012	0	7	7
Fall 2012	11	8	19
Spring 2013	14	4	18
Summer 2013	10	7	17
Fall 2013	15	11	26
Spring 2014	16	8	24
Total	120	83	203

Prepared by: NNMC Office of IR

The table 6 provides the number of students enrolled in the Accounting Program on a part-time or full-time basis for the previous 4 years. An average of 9 students has been enrolled full-time from Spring 2010 to Spring 2014. An average of 6 students has been enrolled part-time from Spring 2010 to Spring 2014. The average of 16 full-time and part-time students had been enrolled from 2010 to Spring 2014 in the accounting major.

Table 7. Project Management. Full-Time and Part-Time declared/enrolled.

	Project Management		
Term	Full-Time Declared/ Enrolled	Part-Time Declared/ Enrolled	Total
Spring 2010	0	4	4
Summer 2010	3	1	4
Fall 2010	0	3	3
Spring 2011	2	3	5
Summer 2011	3	0	3
Fall 2011	1	3	4
Spring 2012	0	6	6
Summer 2012	1	0	1
Fall 2012	3	1	4
Spring 2013	1	1	2
Summer 2013	0	0	0
Fall 2013	1	0	1
Spring 2014	0	0	0
Total	15	23	38

The table 7 provides numbers of students enrolled in the Project Management Program on a part-time or full-time basis for the previous 4 years. An average of 3 full-time and part-time students has been enrolled from 2010 to Spring 2014 in the project management major. Starting in Fall 2014 a revised project management major will be offered (Appendix A). The revision was made to be in line with the Project Management Institute (PMI) requirements for Project Management Professional (PMP) certification.

Table 8. Business Administration Management. Full-Time and Part-Time declared/enrolled.

	Business Administration		
Term	Full-Time Declared/ Enrolled	Part-Time Declared/ Enrolled	Total
Spring 2010	85	42	127
Summer 2010	5	48	53
Fall 2010	83	44	127
Spring 2011	75	52	127
Summer 2011	5	56	61
Fall 2011	84	40	124
Spring 2012	71	46	117
Summer 2012	4	38	42
Fall 2012	7	54	61
Spring 2013	73	40	113
Summer 2013	0	39	39
Fall 2013	79	29	108
Spring 2014	68	28	96
Total	846	781	1627

Table 8 provides numbers of students enrolled in the Management Program on a part-time or full-time basis for the previous 4 years. An average of 65 students has been enrolled full-time from Spring 2010 to Spring 2014. An average of 60 students has been enrolled part-time from Spring 2010 to Spring 2014. An average of 125 full-time and part-time students has been enrolled from 2010 to Spring 2014 in the Management Program.

Table 9. Management Information Systems. Full-Time and Part-Time declared/enrolled.

	MIS		
Term	Full-Time Declared/ Enrolled	Part-Time Declared/ Enrolled	Total
Spring 2010	4	3	7
Summer 2010	0	4	4
Fall 2010	3	5	8
Spring 2011	3	3	6
Summer 2011	0	2	2
Fall 2011	4	3	7
Spring 2012	3	6	9
Summer 2012	0	2	2
Fall 2012	2	2	4
Spring 2013	2	2	4
Summer 2013	1	0	1
Fall 2013	2	1	3
Spring 2014	3	0	3
Total	32	38	70

Table 9 provides numbers of students enrolled in the Management Information Systems Program on a part-time or full-time basis for the previous 4 years. An average of 3 students has been enrolled full-time from Spring 2010 to Spring 2014. An average of 3 students has been enrolled part-time from Spring 2010 to Spring 2014. An average of 6 full-time and part-time students has been enrolled from 2010 to Spring 2014 in the Management Information Systems Program.

The following tables (10, 11, 12, and 13). Provide data on admitted student enrollment, retention, completion for the past 5 years. The following tables provide the number of students who are enrolled and whether these students are returning (readmit and continuing) or new (first-time or transfer).

Table 10. Accounting. Student enrollment and retention.

Term	Total Enrollment	New Students	Returning students from previous semester	Number of Graduates
Spring 2010	4		4	1
Summer 2010	4	1	3	0
Fall 2010	13	3	10	2
Spring 2011	13	2	11	1
Summer 2011	7	0	7	0
Fall 2011	25	0	25	0
Spring 2012	25	2	23	5
Summer 2012	7	1	6	1
Fall 2012	19	4	15	0
Spring 2013	18	4	14	0
Summer 2013	7	0	7	1
Fall 2013	26	2	24	2
Spring 2014	24	1	23	
Total	193	20	173	13

Table 10 provides numbers of students in the Accounting Program who are enrolled and whether these students are returning (readmit and continuing) or new (first-time or transfer). From Spring 2010 to Fall 2013 the Accounting Program has graduated 13 students.

Table 11. Project Management. Student enrollment and retention.

Term	Total Enrollment	New Students	Returning students from previous semester	Number of Graduates
Spring 2010	4	0	4	3
Summer 2010	4	0	4	0
Fall 2010	3	0	3	0
Spring 2011	5	0	5	2
Summer 2011	3	0	3	0
Fall 2011	4	0	4	0
Spring 2012	6	0	6	1
Summer 2012	1	0	1	0
Fall 2012	4	0	4	2
Spring 2013	2	0	2	0
Summer 2013	0	0	0	0
Fall 2013	1	0	1	0
Spring 2014	0	0	0	
Total	38	0	38	8

Table 11 provides numbers of students in the Project Management Program who are enrolled and whether these students are returning (readmit and continuing) or new (first-time or transfer). From Spring 2010 to Fall 2013 the Project Management Program has graduated 8 students.

Table 12. Management. Student enrollment and retention.

Term	Total Enrollment	New Students	Returning students from previous semester	Number of Graduates
Spring 2010	127	9	118	3
Summer 2010	53	1	52	3
Fall 2010	127	11	116	4
Spring 2011	127	5	122	17
Summer 2011	61	1	60	3
Fall 2011	124	13	111	8
Spring 2012	117	6	111	9
Summer 2012	42	2	40	2
Fall 2012	126	17	109	10
Spring 2013	113	18	95	11
Summer 2013	39	0	39	1
Fall 2013	108	19	89	3
Spring 2014	96	1	95	
Total	1692	160	1532	74

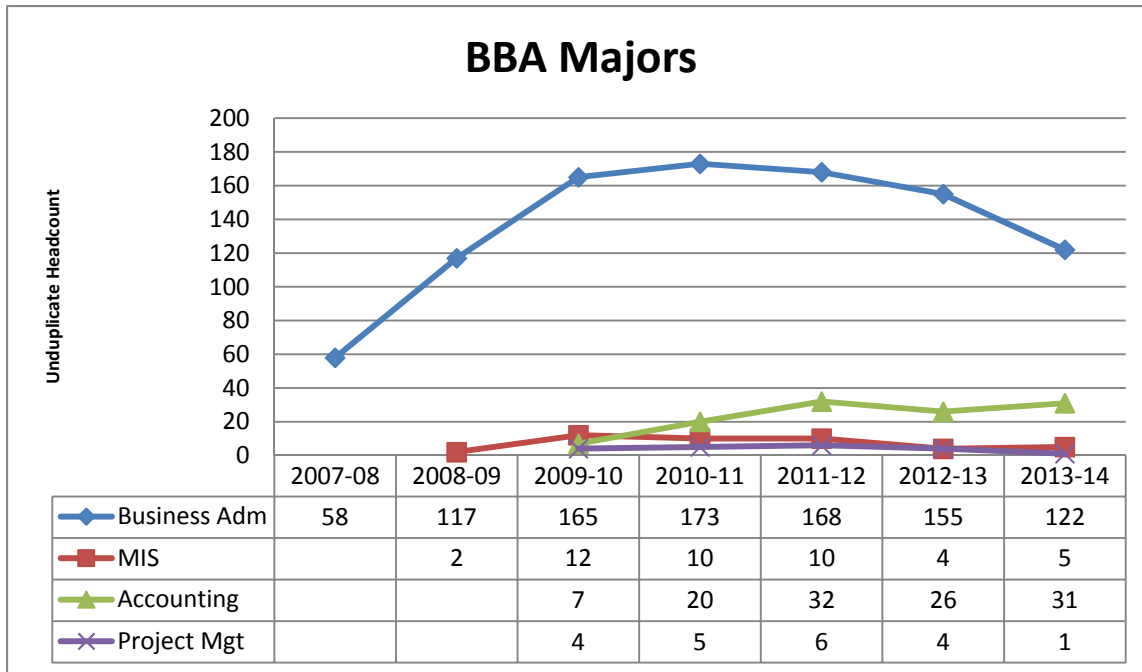
Table 12 provides numbers of students in the Management Program who are enrolled and whether these students are returning (readmit and continuing) or new (first-time or transfer). From Spring 2010 to Fall 2013 the Management Program has graduated 74 students.

Table 13. Management Information Systems. Student enrollment and retention.

Term	Total Enrollment	New Students	Returning students from previous semester	Number of Graduates
Spring 2010	7	0	7	0
Summer 2010	4	0	4	2
Fall 2010	8	1	7	0
Spring 2011	6	0	6	0
Summer 2011	2	1	1	0
Fall 2011	7	1	6	0
Spring 2012	9	0	9	0
Summer 2012	2	0	2	0
Fall 2012	4	0	4	0
Spring 2013	4	0	4	1
Summer 2013	1	0	1	0
Fall 2013	3	1	2	1
Spring 2014	3	1	2	
Total	70	7	63	4

Table 13 provides numbers of students in the Management Information Systems Program who are enrolled and whether these students are returning (readmit and continuing) or new (first-time or transfer). From Spring 2010 to Fall 2013 the Management Information Systems Program has graduated 4 students.

Chart 2. Headcount of BBA Majors



According to Chart 2 the unduplicated headcount has decreased in Management, MIS, and Project Management. Accounting has increased. The reason for the decline in enrollment is 99 students have graduated from our programs since 2010 and some of the students in Management, MIS, and Project Management have transferred to the accounting major. Students may have transferred to other schools. Recruitment is needed to increase enrollment.

Scholarly and Professional Activities

All full-time and Adjunct faculty members who teach on-line have taken the quality matters course. This course was offered in 2013 both face-to-face and on-line.

Full-time faculty members have attended or accomplished the following:

Lori Baca

UNM/NMSU Daniels Fund Ethics Initiative Teaching Business Ethics Workshop (4 years)

Complete the UNM/NMSU Daniels Fund Ethics 10 month certificate program

ACBSP Conference (past 4 years)

Completed D.B.A. in February 2014

Karen Simpson

Consultant for local construction company

Owner of one of the top 20 Dairy Queen franchises in Southwestern United States

Teaches Quickbooks to local organizations

Donal Kinney

Teachers of Accounting Conference

Real Estate Tax Issues course

Office 2010 Word, Excel, and PowerPoint

Individual Income Tax Update Course

New Mexico Business Articulation Meeting

Volunteer for Brazilian Environmental Organization

Julian Barela

Licensed Qualifying Broker – New Mexico Real Estate Investments, LLC

Attendee at the National Association of Community Health Centers policy and Issues forum, Washington, DC March 2014

Graduate student pursuing a Master's Degree in Educational Leadership at NMHU

Resource Allocation

Program resources are limited in the Business Department as they are throughout the college. The budget for FY 2014 and 2015 is as follows:

Business Department Operating Budget

FY 14 and FY15

		Proposed
FY 14	FY 15 (2014-2015)	
Faculty Salaries Full-time	\$206,858	\$217,032*
Faculty Salaries Adjunct	\$83,625	\$90,000
Faculty – Stipends	\$5,250	\$2100*
Support Staff Salaries-FT	\$25,250	\$0*
Other Salaries – Temp.	\$1,000	\$0
Postage	\$100	\$300
Supplies and Expenses	\$800	\$1,200

*The Chair/Dean and Admin. salaries are not included in the proposed FY 15 budget shown above. These salaries are reflected in the Dean’s college of business budget (Org. 2829) below.

Org. 2829 Dean – College of Business Budget

Proposed FY 15 (2014 – 2015)

	Proposed
FY 15 (2014-2015)	
Dean Salary Full-time	\$80,000
Support Staff Salaries-FT	\$26,008

Comprehensive Plan for the Future

Goal I – Resource Allocation

Outcome: Building

1. Renovate current facilities to include two new classrooms, refurbishing classrooms with smart boards, installing new HVAC system, paint existing classrooms.

Timeline: Summer 2014

Budget: \$15,000

2. New facility/building to house Department of Business in order to accommodate expansion of department. We are proposing that the entire JCI Building be dedicated to the department. It would house undergraduate and future graduate programs, and cosmetology and barbering.

Timeline: Summer 2014

Budget: ?

Outcome: Technology

1. Replace computers in labs to provide relevant training in business computer applications.

Timeline: Every three years

Budget: \$20,000 every three years

2. Upgrade software as needed to meet industry standards and provide assessment tools for course/program exit exams.

Timeline: As needed

Budget: To be determined on a yearly basis.

Outcome: Library Holdings

1. Increase library holdings to meet accreditation standards. Two online full-text databases, journal subscriptions, and textbooks.

Timeline: 2014

Budget: \$20,000 (\$6, 500 for databases,\$8,000 for journal subscriptions, and \$5,400 for textbooks.

Goal II—Education

1. Continue accreditation of 2-year programs.

Timeline: Continuous

Budget: \$1600.00

2. Prepare for 4-year program accreditation

Timeline: Fall 2014 or Spring 2015

Budget: \$8,000.00 to \$10,000.00

3. Develop Master Degree in Business Administration

Timeline: 2016 -2018

Budget: Additional Instructors (1 PhD) \$70,000 +

Outcome: Distance Education

1. Expand distance learning delivery systems to reach students in our service area to include online courses, interactive transmission, video steaming and video conferencing.

Timeline: Continuous

Budget: ?

2. Program development and training to facilitate expansion of course offerings and ensure teaching excellence.

Timeline: 2014

Budget: \$3,000.00

Adjunct and Full-time faculty teaching on-line courses have taken quality matters course offered thru NNMC distance ed. One adjunct faculty member has taken course SUN-CTL Online Instructor Certification Course 1.

Outcome: Curriculum

1. Develop a rubric for each course and include in master syllabi.
2. Assess each course taught using the rubric.
3. Prepare an assessment report for each course taught.

Timeline: Continuous

Budget: N/A

Goal in Process: Syllabi and rubric have been developed for each course. Assessment and assessment report is being developed for each course.

Outcome: Partnerships

1. Develop internships with business and industry partners to provide our students with “real work experiences.”

Timeline: Continuous

Budget: To be determined.

Goal in Process: Students in the capstone course (BA 485) have interned and will continue to intern with businesses in the local area.

2. An articulation transfer matrix agreement between Northern New Mexico College and New Mexico Highlands University. Marketing Major.

Timeline: Fall 2014

Budget: N/A

3. Continue collaboration with Project Management Institute (PMI)– Otowi Chapter, Los Alamos .

Timeline: Fall 2013

Budget: To be determined.

Goal is Accomplished: Collaboration with the President of PMI Otowi Bridge chapter to develop a project management program that will lead to the Project Management Professional certification.

Goal III- Student

Outcome: Student Learning Outcomes

1. Improve student learning outcomes in every course by including a rubric for assessment method, performance indicators, measured outcomes, and plan for continuous improvement.

Timeline: Continuous

Budget: N/A

Goal in Process: Department has developed an assessment plan. In use since Fall 2012.

Outcome: Increase Student Enrollment

1. Improve undergraduate admissions links between the department and admissions counselors.

Timeline: Continuous.

Budget: N/A

2. Increase contacts through career fairs, career cluster (high schools) and direct employer contact.

Timeline: Fall 2014 and continuous

Budget: N/A

3. Continue developing partnerships with local business, industry and other educational institutions.

Timeline: Continuous

Budget: N/A

Goal IV- Faculty and Staff

Outcome: Professional Development

1. Develop seminars for faculty on teaching adult learners. The seminars should focus on approach, teaching methods, and appropriate use of technology.

Timeline: Continuous

Budget: \$1000.00

2. Provide seminars and short courses for staff and faculty to develop skills in using quality tools, project management, computer applications and online teaching.

Timeline: Continuous

Budget: \$100.00

3. Provide full-time faculty opportunities to attend conferences and workshop related to business department.

Timeline: Continuous

Budget: \$1,500.00

Outcome: Recruitment and Retention of Faculty and Staff

1. Hire an additional faculty member (PhD) for proposed four-year degree.

Timeline: Fall 2014

Budget: \$56,000 +

2. Hire one faculty with PhD for Master of Business Administration Degree

Timeline: 2016

Budget: \$70,000 +

3. Increase current salaries to a competitive level in order to keep qualified staff and faculty.

Timeline Yearly

Budget: Based on allocation of funds and negotiations

Outcome: Research and Community Services/Activities

1. Encourage conference presentations and publication of articles.

Timeline: Continuous.

Budget: ?

2. Increase participation in community services and/or related activities.

Timeline: Continuous.

Budget: N/A

3. Improve faculty and staff communication through collaboration in college wide activities including social events and conferences.

Timeline: Continuous.

Budget: N/A

Department of Business

Strategic Planning

2012 - 2017

Mission

To deliver a contemporary, integrated undergraduate business curriculum emphasizing teaching and excellence in a student-centered environment, and that meets the educational, employment, and enrichment needs of our culturally diverse region. To continue to meet the standards required by our accrediting body ACBSP (Association of Collegiate Business Schools and Programs).

Vision

To support the mission of Northern New Mexico College by providing high quality associates and bachelor's degrees in the business disciplines to a diverse student population that will excel and expand in quality education while maintaining the community college mission.

Organization Guideline

The current organizational chart for the Department of Business is the following:

Strategic Goals

- Goal 1: Obtain Accreditation
- Goal 2: Recruitment Development
- Goal 3: Advisement Plan
- Goal 4: Curriculum Development
- Goal 5: Technology Resources
- Goal 6: Increase Library Holdings

Objectives

In order to accomplish Goal 1, the following objectives are established:

- Objective 1.1. Provide release time for selected faculty members to work full-time on the accreditation requirements and self-study.
- Objective 1.2. Work closely with an ACBSP mentor.

In order to accomplish Goal 2, the following objectives are established:

- Objective 2.1. Develop recruitment materials.

- Objective 2.2. Host a high school instructor/advisor luncheon.
- Objective 2.3. Create a focused high school recruitment program.
- Objective 2.4. Schedule recruitment visits to the local high schools.
- Objective 2.5. Have recruitment increase enrollment by 10%.

In order to accomplish Goal 3, the following objectives are established:

- Objective 3.1 Create a cohesive advisement plan to service student's needs in the Business Department year round.
- Objective 3.2. Create a degree plan file for each student enrolled in the Business Department.
- Objective 3.2. Provide 10 month contracts for full-time faculty to provide advisement during the summer months.
- Objective 3.3. Encourage students to obtain their associate degrees in business as a stepping stone towards their bachelor's degree in business.
- Objective 3.4. Develop a strategic scheduling plan of office hours within the Business Department for full day coverage.

In order to accomplish Goal 4, the following objectives are established:

- Objective 4.1. Develop a full on-line associate degree program.
- Objective 4.2. Develop minors in accounting, finance, marketing, and project management.
- Objective 4.3. Develop graduate degrees in business after obtaining accreditation for the BA degrees or develop a partnership with another institution to offer graduate degrees.

23

In order to accomplish Goal 5, the following objectives are established:

- Objective 5.1. Replace computers in labs to provide relevant training in business computer applications. Every 3 years.
- Objective 5.2. Upgrade software as needed to meet industry standards and provide assessment tools for course/program exit exams such as MOS, National Business exam, and PMI certification. As needed.

In order to accomplish Goal 6, the following objectives are established:

- Objective 6.1. Increase library holdings to meet accreditation standards.
- Objective 6.2. Locate adequate library funding to increase and maintain needed databases, journal subscriptions, and textbooks.

Tasks

The following tasks will be performed in order to achieve the respective objectives and goals:

- Task 1.1.1. Beginning in Fall 2012, the Department will provide release time for the Chair and the Director of the department to work on the ACBSP accreditation.

- Task 1.1.2. Beginning in Fall 2012, the Department will work closely with our mentor Dr. Satinder Dhiman to complete the BA degree accreditation process during the 2012 – 2013 school year.
- Task 2.1.1. Beginning in Fall 2012, the Department will develop recruitment materials such as brochures, videos, and folders that will be distributed to future students.
- Task 2.1.2. Beginning in Fall 2012, the Departments web-site will be updated.
- Task 2.2.1. Beginning in early Spring 2013, the Department will host a luncheon for local high school teachers who teach business courses to increase awareness of business degrees offered at Northern NM College and to communicate with these professional about needs in the field.
- Task 2.2.2. Beginning in Fall 2012, the Department will initiate conversations with local high school teachers about upcoming events in the business department related to juniors and seniors.
- Task 2.3.1. Beginning early in Fall 2012, one full-time faculty member will develop a high school recruitment program that all full-time faculty members will follow.
- Task 2.4.1. Beginning in Fall 2012, all full-time faculty of the Department will participate in at least one high school recruitment opportunity each school year.
- Task 2.4.2. Beginning in Fall 2012, each full-time faculty will be responsible for scheduling a recruitment visit to a local high school during the school year.
- 24
- Task 2.5.1. Beginning in Fall 2012, the Department will develop recruiting materials, host a luncheon for high school business teachers, develop and present recruitment materials to local high school students. This and other recruitment activities will increase recruitment by 10% per year.
- Task 3.1.1. Beginning in Fall 2012, the Department will create a degree file for all students enrolled in the Business Department. Each file will include contact information, there students identification number, transcripts, a degree plan, and an advisor documentation sheet.
- Task 3.1.2. Beginning in Fall 2012, the Department will assign an advisor to each student enrolled in the Business Department.
- Task 3.2.2. Beginning in early Fall 2012, the Department will meet to train/review advisement procedures.
- Task 3.3.1. Beginning in Summer 2012, the Department will advise students to complete most of their 100 and 200 courses before taking the upper level courses.
- Task 3.3.2. Beginning in Summer 2012, the Department will

encourage students to complete their associate degree before obtaining their bachelor's degree in business.

- Task 3.4.1. Beginning in Fall 2012, the Department will hold office hours between the hours of 8:30am and 5:30pm.
- Task 4.1.1. Beginning in Spring 2013, the Director will research developing a full on-line associate degree program.
- Task 4.1.2. Beginning in Spring 2014, the associate degree program on-line will be ready for delivery.
- Task 4.2.1. Beginning in Fall 2012, the Department will discuss the development of minors in accounting, finance, marketing and project management during their monthly meetings.
- Task 4.2.2. Beginning in Fall 2013, minors will be ready for delivery.
- Task 4.3.1. Beginning in Spring 2014, the Department will research developing a graduate degree program or developing a partnership with another institution to offer graduate degrees in business.
- Task 4.3.2. Beginning in Fall 2014, the Department will offer at least one graduate program.
- Task 4.3.3. Beginning in Spring 2017, the Department will begin a self study for ACBSP accreditation of graduate programs.
- Task 5.1.1. Beginning in Fall 2013, the Department will write a grant which will be used for purchasing computers and software.
- Task 5.1.2. Beginning in Fall 2013, the Department will begin replacing computers in the lab to provide relevant training in business computer applications. The process of replacing computers will take place every 3 years.

Appendix B

Project Management Major

The Project Management Major has been changed beginning Fall 2014. The NNMC curriculum committee approved the change on December 2013 and the description and list of courses for the major will be listed in the Fall 2014 –Summer 2016 catalog. The project management major courses have been changed as follows:

Fall 2012 – Summer 2014 Catalog

- BA 331 Project Management Planning Process (3)
- BA 332 Project Management Systems: Baseline Development (3)
- BA 333 Project Planning and Execution (3)
- BA 432 Strategic Management (3)
- BA 434 Project Execution and Control: Strategic Mgmt and Analysis (3)
- BA 436 Project Execution and Control: Systems Support (3)

Fall 2014 – Summer 2014 Catalog

- BA 334 Organizational Management (3)
- BA 335 Project Planning and Controls (3)
- BA 336 Project Communications and Stakeholder Management (3)
- BA 433 Project Quality and Risk Management (3)
- BA 435 Project Procurement and Contracts (3)
- BA 438 Project Leadership and HR Management

The major was changed to align the courses with Project Management Institute's certifications (www.pmi.org/certification.aspx). The six courses offered align with the project management processes (PMBOK guide, 2013).

Appendix C

2012-14--Catalog		Administrative Assistant 747-2184	
<u>BACHELOR OF BUSINESS ADMINISTRATION</u> <u>PROJECT MANAGEMENT</u>			
GENERAL EDUCATION REQUIREMENTS (39 Credits)			
Area I: Communications (9 Credits)		Semester	Grade
ENG 111 English Composition I (3) <i>Pre-requisites: ENG 109 or adequate score on the Course Placement Evaluation, and</i>			
SPCH 130 Public Speaking (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>			
Choose one of the following two courses:			
ENG 112 English Composition II (3) <i>Pre-requisite: ENG 111</i>			
ENG 116 Technical Writing (3) <i>Pre-requisite: ENG 111</i>			
Area II: Mathematics (3 Credits).			
Area III: Laboratory Sciences (8 Credits)* <i>You must select courses from at least TWO different discipline areas (with their labs)</i>			
Area IV: Social/Behavioral Sciences (6-9 Credits)* <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i> <i>You must select courses from at least TWO different discipline areas.</i>			
Area V: Humanities and Fine Arts (6-9 Credits)* <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i> <i>You must select courses from at least two different discipline areas.</i>			
HUM 100 History and Culture of Northern NM			
AREA VI: Library Technology (1 Credit)			
LT 101 Library Research Skills(1)			
AREA VII: Foreign Language (3 Credit)			
Business Core (27 Credits)			
MATH 145 Introduction to Probability & Statistics (3) <i>Pre-requisite: MATH 130</i>			
BA 240 Principles of Mgmt.(3)			
BA 221 Accounting Principles I (3) <i>Pre-requisite: MATH 100</i>			
BA 222 Accounting Principles II (3) <i>Pre-requisite: BA 221</i>			
BA 261 Business Technology(3)			
BA 251 Principles of Marketing (3)			

Appendix D

2012-2014--Catalog		Administrative Assistant 747-2184	
<u>BACHELOR OF BUSINESS ADMINISTRATION</u> <u>MANAGEMENT INFORMATION SYSTEMS</u>			
GENERAL EDUCATION REQUIREMENTS (39 Credits)			
Area I: Communications (9 credits)		Semester	Grade
ENG 111 English Composition I (3) <i>Pre-requisites: ENG 109 or adequate score on the Course Placement Evaluation, and</i>			
SPCH 130 Public Speaking (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>			
Choose one of the following two courses:			
ENG 112 English Composition II (3) <i>Pre-requisite: ENG 111</i>			
ENG 116 Technical Writing (3) <i>Pre-requisite: ENG 111</i>			
Area II: Mathematics (3 Credits).			
MATH 150 College Algebra			
Area III: Laboratory Sciences (8 Credits)*			
<i>You must select courses from at least two different discipline areas (with their labs)</i>			
Area IV: Social/Behavioral Sciences (6-9 Credits)*			
<i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>			
<i>You must select courses from at least TWO different discipline areas.</i>			
Area V: Humanities and Fine Arts (6-9 Credits)*			
<i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>			
<i>You must select courses from at least TWO different discipline areas.</i>			
HUM 100 History and Culture of Northern NM (3)			
AREA VI: Library Technology (1-Credits)			
LT 101 Library Research Skills(1)			
AREA VII: Foreign Language (3 Credits)			
Business Core (27 Credits)			
MATH 145 Introduction to Probability & Statistics (3) <i>Pre-requisite: MATH 130</i>			
BA 240 Principles of Mgmt.(3) <i>Pre-requisite: ENG 109N</i>			
BA 221 Accounting Principles I (3) <i>Pre-requisite: MATH 100</i>			
BA 222 Accounting Principles II (3) <i>Pre-requisite: BA 221</i>			
BA 261 Business Technology(3) <i>Pre-requisite: ENG 111</i>			
BA 251 Principles of Marketing (3)			

ECON 200 Macroeconomics (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
ECON 201 Microeconomics (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
ELECTIVES (3) <i>Three credit hours may be chosen with approval of BA Dept. Advisors</i>		
Common BBA Degree Requirements (24 Credits)		
BA 300 Business Law (3) <i>Pre-requisite: ENG 109</i>		
BA 310 Principles of Finance (3) <i>Pre-requisite: BA 205</i>		
BA 313 Organizational Behavior (3) Writing Intensive <i>Pre-requisite: BA 240</i>		
BA 330 Principles of Project Management (3)		
BA 411 Managerial Accounting (3) or BA 445 Cost Accounting <i>Pre-requisite: BA 222</i>		
BA 461 Ethical and Legal Issues in Business (3) <i>Pre-requisite: BA 300</i>		
BA 462 International Business & Management (3)		
BA 490 BA Capstone (6)		
Management Information Systems (12 Credits)		
IT 350 Database Management (3) <i>Pre-requisite: IT 250</i>		
IT 410 Information Assurance/Security (3) <i>Pre-requisite: EECE 355 AND IT 350</i>		
BA 354 E-Commerce (3) or BA 350 Entrepreneurship <i>Pre-requisite: BA 240 & BA 251</i>		
BA 361 Advanced MIS (3) <i>Pre-requisite: BA 261 & BA 354 & IT 350</i>		
Electives (24 Credits) <i>Electives may be chosen from any NNMC College or department subject to advisor consultation. A minimum of four (12) credit hours must be 300 level or above from the following list:</i>		
BA 463 MIS Policy Management (3) <i>Pre-requisite: BA 462</i>		
BA 464 Business Continuity Planning/Disaster Planning (3) <i>Pre-requisite: 30 hours of BA courses or instructor permission and BA 354</i>		
BA 465 Special Topics in MIS (1-6) <i>Pre-requisite: 30 hours of BA courses or instructor permission and BA 354</i>		
EECE132 Computer Networks I (3)		
EECE152L Computer Programming (3)		
EECE330 Computer Networks II (3) <i>Pre-requisite: EECE 132</i>		
ENGR470 Engineering Management (3) <i>Pre-requisite: ENG 111 with Senior standing recommended</i>		
ENGR474 Engineering Project Management (3) <i>Pre-requisite: ENG 111 with Senior standing recommended</i>		
ENGR476 Marketing Engineering Products (3) <i>Pre-requisite: ENG 111 with Senior standing recommended</i>		
IT 210 IT Systems (3) <i>Pre-requisite: EECE 152L</i>		
IT 250 Introduction to Databases (3) <i>Pre-requisite: EECE 152L</i>		

Appendix E

2012-2014--Catalog		Administrative Assistant 747-2184	
<u>BACHELOR OF BUSINESS ADMINISTRATION/MANAGEMENT</u>			
GENERAL EDUCATION REQUIREMENTS (39 Credits)			
Area I: Communications (9 Credits)		Semester	Grade
ENG 111 English Composition I (3) <i>Pre-requisites: ENG 109 or adequate score on the Course Placement Evaluation, and</i>			
SPCH 130 Public Speaking (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>			
Choose one of the following two courses:			
ENG 112 English Composition II (3) <i>Pre-requisite: ENG 111</i>			
ENG 116 Technical Writing (3) <i>Pre-requisite: ENG 111</i>			
Area II: Mathematics (3 Credits).			
Math 150 College Algebra			
Area III: Laboratory Sciences (8 Credits)*			
You must select courses from at least TWO different discipline areas (with their labs)			
Area IV: Social/Behavioral Sciences (6-9 Credits)*			
<i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>			
You must select courses from at least TWO different discipline areas.			
Area V: Humanities and Fine Arts (6-9 Credits)*			
<i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>			
You must select courses from at least two different discipline areas.			
AREA VI: Library Technology (1 Credit)			
LT 101 Library Research Skills(1)			
AREA VII: Foreign Language (3 Credit)			
Business Core (24 Credits)			
MATH 145 Introduction to Probability & Statistics (3) <i>Pre-requisite: MATH 130</i>			
BA 240 Principles of Mgmt.(3)			
BA 221 Accounting Principles I (3) <i>Pre-requisite: MATH 100</i>			
BA 222 Accounting Principles II (3) <i>Pre-requisite: BA 221</i>			
BA 261 Business Technology(3)Sub BCIS 200 Business Comp App			

BA 251 Principles of Marketing (3)		
ECON 200 Macroeconomics (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
ECON 201 Microeconomics (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
Electives (3 Credits) Three credit-hour elective approved by a BA department Advisor (3)		
Common Degree Requirements (27 Credits)		
BA 300 Business Law (3) <i>Pre-requisite: ENG 109</i>		
BA 310 Principles of Finance (3) <i>Pre-requisite: BA 205</i>		
BA 313 Organizational Behavior (3) <i>Pre-requisite: BA 240</i>		
BA 330 Principles of Project Management (3)		
BA 411 Managerial Accounting (3) or BA 445 Cost Accounting <i>Pre-requisite: BA 222</i>		
BA 461 Ethical and Legal Issues in Business (3) <i>Pre-requisite: BA 300</i>		
BA 462 International Business and Management (3)		
BA 485 Internship (6)		
Business Administration Management (18 Credits)		
BA 353 Operations Management (3)		
BA 354 E-Commerce (3) or <i>Pre-requisite: BA 240 and BA 251</i>		
BA 360 Human Resource Management (3) <i>Pre-requisite: BA 240</i>		
BA 408 Corporate Finance (3) or BA 410 Money and Banking <i>Pre-requisite: BA 221, and BA 310</i>		
BA 432 Strategic Management (3) <i>Pre-requisite: BA 240</i>		
BA 456 Marketing Management (3) <i>Pre-requisite: BA 351</i>		
Electives (18 Credits) <i>Electives may be chosen from any NNMC College or department subject to advisor consultation. A minimum of two must be at 300 level or above.</i>		
Total 129 Credits		

Appendix F

BACHELOR OF BUSINESS ADMINISTRATION
ACCOUNTING

GENERAL EDUCATION REQUIREMENTS (39 credits)		
Area I: Communications (9 credits)	Semester	Grade
ENG 111 English Composition I (3) <i>Pre-requisites: ENG 109 or adequate score on the Course Placement Evaluation, and</i>		
SPCH 130 Public Speaking (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
Choose one of the following two courses:		
ENG 112 English Composition II (3) <i>Pre-requisite: ENG 111</i>		
ENG 116 Technical Writing (3) <i>Pre-requisite: ENG 111</i>		
Area II: Mathematics (3 credits).		
MATH 150 College Algebra (3)		
Area III: Laboratory Sciences (8 credits)* You must select courses from at least two different discipline areas (with their labs)		
Area IV: Social/Behavioral Sciences (6-9 credits)* <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i> You must select courses from at least TWO different discipline areas.		
Area V: Humanities and Fine Arts (6-9 credits)* <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i> You must select courses from at least TWO different discipline areas		
Hum 100 History and Culture of Northern NM (3)		
Area VI: Library Skills (1 credit)* (30+ credits substitute of HPER is accepted)		
Area VII: Foreign Language (3 credits)		
Business Core (24)		
MATH 145 Introduction to Probability & Statistics (3) <i>Pre-requisite: MATH 130</i>		
BA 240 Principles of Mgmt.(3)		
BA 221 Accounting Principles I (3) <i>Pre-requisite: MATH 100</i>		
BA 222 Accounting Principles II (3) <i>Pre-requisite: BA 221</i>		

BA 261	Business Technology(3)		
BA 251	Principles of Marketing (3)		
ECON 200	Macroeconomics (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
ECON 201	Microeconomics (3) <i>Pre-requisite: ENG 109 or adequate score on the Course Placement Evaluation</i>		
Elective (3)			
Three 3 credit-hour electives approved by a BA department Advisor (3)			
Common BBA Degree Requirements (27 credits)			
BA 300	Business Law (3) <i>Pre-requisite: ENG 109</i>		
BA 310	Principles of Finance (3) <i>Pre-requisite: BA 205</i>		
BA 313	Organizational Behavior (3) Writing Intensive <i>Pre-requisite: BA 240</i>		
BA 330	Principles of Project Management (3)		
BA 411	Managerial Accounting (3) <i>Pre-requisite: BA 222</i>		
BA 461	Ethical and Legal Issues in Business (3) <i>Pre-requisite: BA 300</i>		
BA 462	International Business & Management (3)		
BA 490	BA Capstone (3)		
BA Major– ACCOUNTING (24 credits) Course Information			
BA 304	Intermediate Accounting I(3) <i>Pre-requisite: BA 222</i>		
BA 305	Intermediate Accounting II(3) <i>Pre-requisite: BA 304</i>		
BA 306	Intermediate Accounting III(3) <i>Pre-requisite: BA 304</i>		
BA 324	Federal Tax Accounting(3) <i>Pre-requisite: BA 221</i>		
BA 352	Accounting Information Systems(3) <i>Pre-requisite: BA 305</i>		
BA 405	Accounting for Not-For-Profit Organizations or BA429 Adv. Acctg <i>Pre-requisite: BA 304</i>		
BA 445	Cost Accounting (3) <i>Pre-requisite: BA 411</i>		
BA 446	Auditing Theory and Practice (3) <i>Pre-requisite: BA 344</i>		
Electives (12 credits)			
<i>*Electives may be chosen from any NNMC College or department subject to advisor consultation. A minimum of two must be at a 300 level or above.</i>			