THE COUNSELOR AS COMPETENT PROFESSIONAL EDUCATOR

I. Catalog Description and Credit Hours of Course:

An examination of financial and assessment components of higher education. (3)

I. Prerequisite(s):

GC623 Foundations in Higher Education I or permission of Instructor.

III. Purposes or Objectives of the Course:

A. The student will develop an understanding of budgeting theory and resource management.

B. The student will acquire basic program-level budgeting skills, including budget development and administration, and an understanding of basic fund accounting and the use of spreadsheets.

C. The student will develop a theoretical understanding of assessment and evaluation.

D. The student will develop practical understanding of assessment and evaluation utilizing technology in developing databases, and the acquisition of knowledge to effectively analyze data.
IV. Expectations of Students:

A. Students are expected to attend class, to prepare and participate in class activities and to complete all course assignments.

B. Students will be able to acquire basic budgeting and accounting procedures.

C. Students will be able to identify and summarize assessment theory.

D. Students will be able to demonstrate the uses of evaluation and assessment.

E. Students will be exposed to multiple forms of computer technology and will have the basic understanding of technology in higher education.

V. Course Content or Outline:

A. Budgeting & Finance in Higher Education
   1. Introduction into Higher Education Finance 3
      a. Forming a Philosophical Base for Funding
      b. Overview of the Budget Process
   2. The Fundamentals of Budgeting 6
      a. Departmental Accounting
      b. Fiscal Resource Management
      c. Financial Allocation/Reallocation Project
   3. Technology and the Impact on the Budget 5
      a. Practical use of Spreadsheets
      b. Resource Management with Computers
   4. Financing the University 6
      a. Federal Support
      b. State Support
      c. Student Fees
      d. Private Support
   5. Current trends in Higher Education 3
      a. Economic Impact
      b. Changing Levels of Resources
      c. Demographics and Enrollment Trends
B. Assessment
1. Philosophy and Logic of Assessment  
2. The constructs of Assessment  
   a. A conceptual model  
   b. Assessing Student Outcomes, Inputs, & Environment  
   c. Analyzing Assessment Data  
3. The use of Technology in Assessment  
   a. Spreadsheet and Data Base Design  
4. The Future of Assessment  
   a. Assessment and Equity  
   b. Assessment and Public Policy  

C. Program Evaluation  
1. Overview and discussion of Program Evaluation  
2. The purpose of Program Evaluation  
3. Advantages and Disadvantages of Program Evaluation  
4. Program Evaluation Project Discussion  

VI. Textbook(s):  

VII. Basis for Student Evaluation:  
A. Class Participation  
B. Project Assignments (Budget, Evaluation, & Assessment)  
C. Written Examinations
VIII. Knowledge Base References:


