



ASSESSMENT PLAN



DIVISION: Business Division

PROGRAM: Business Administration

INDIVIDUAL COMPLETING REPORT: Pat Galitz

THREE-YEAR CYCLE: July 2018-June 2019

MARK YEAR OF CYCLE: Year 1 Year 2 Year 3

SAME PLAN AS PREVIOUS YEAR: Yes No Yes No Yes No

PROGRAM MISSION STATEMENT: The mission of the Business Administration program is to prepare students for successful employment in business-related careers and/or for the continuation of their educational pursuits. We utilize technology and provide student-centered support.

STUDENT LEARNING GOALS, OUTCOMES, AND TOOLS

OUTCOME NO. (GELO 3: Critical Thinking and Problem Solving) is a program's General Education Learning Outcome (GELO) being assessed in this three-year cycle.

GOAL #1: Demonstrate the use of business practices. (Principles of Accounting 1)

OUTCOME 1.1: Students synthesize information to arrive at reasoned solutions to problems.

TOOL & BENCHMARK 1.1A: 80% of the students who complete the comprehensive final in Principles of Accounting I will score a **70%** or higher. The measurement will be used in online and face-to-face classes.

OUTCOME NO. (GELO 4: Global Awareness and Citizenship) is a program's General Education Learning Outcome (GELO) being assessed in this three-year cycle.

GOAL #2: Demonstrate oral/written communication skills necessary in the workplace. (Business Ethics)

OUTCOME 2.1: Explain the connections between historical and recent events and current global situations related to political systems, economic systems, social systems, and/or environmental issues.

TOOL & BENCHMARK 2.1A: Score on written paper relating to historical and recent events and current global situations and business ethics. 80% of the students will score an 80% or higher. The measurement will be used in online and face-to-face classes.

TOOL & BENCHMARK 2.2B: Score on oral presentation relating to historical and recent events and current global situations and business ethics. 80% of the students will score an 80% or higher. The measurement will be used in online and face-to-face classes.

Name of Program: Business Administration

NOTE: The Assessment Plan is due every year on March 1 or the next business day.

OUTCOME NO. (GELO #6: Career and Life Skills) is a program's General Education Learning Outcome (GELO) being assessed in this three-year cycle.

GOAL #3: Develop skills required to seek, gain, and maintain employment. (Career Transitions) (Introduction to Entrepreneurship)

OUTCOME 3.1: Students employ effective interpersonal and intrapersonal communication skills.

TOOL & BENCHMARK 3.1A: Rating by interviewer on a mock interview. 80% of the students will score an 80% or higher. The measurement will be used in online and face-to-face classes.

OUTCOME 3.2: Students acquire entrepreneurial skills and attitudes.

TOOL & BENCHMARK 3.2A: Business simulation activity. 80% of the students will score 80% or higher. The measurement will be used in online, hybrid, and face-to-face classes.

GOAL #4: Demonstrate up-to-date technical skills. (Microsoft Applications I)

OUTCOME 4.1: Students use digital technology effectively to access, manage, integrate, evaluate, and present information.

TOOL & BENCHMARK 4.1A: Score on the Excel performance exam in Microsoft Applications I. 80% of the students will score a 70% or higher average. The measurement will be used in online and face-to-face classes.

TOOL & BENCHMARK 4.1B: Score on the Word performance exam in Microsoft Applications I. 80% of the students will score a 70% or higher average. The measurement will be used in online and face-to-face classes.