

San Antonio College

Degree or Certificate Program and Concentrations

Learning Outcomes & Measures

Date: November 30, 2005

Division: Professional & Technical Education **Dean:** Dr. Lula W. Pelayo

Department/Discipline: Business/Business Administration

Chair/Director: Vernell E. Walker **Program Coordinator:** N. Mai Lai Eng

Building Name and Room: Moody Learning Center (MLC) 510

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I. Degree, Certificates or Concentration or Unit in Support of:

Associate of Arts in Business Administration

II. Expected Program/Unit Learning Outcomes: Students who successfully complete the business administration major and/or transfer to a four-year university or take business administration courses in support of other college programs will be able to:

- Apply basic technical and theoretical aspects of the accounting field, including financial accounting, managerial accounting, cost analysis, capital budgets, and implement basic accounting software package.
- Apply ethical values, global awareness and technological skills to identified problems and issues making appropriate decisions related to business problems.
- Apply critical thinking skills to formulate viable solutions to business problems by using basic accounting, business and financial concepts.
- Articulate and communicate business information and data utilizing word processing, spreadsheet, slide presentation and database software.

III. Measures of Program/Unit Learning Outcomes:

- Locally Developed Exams and Assignments
- Satisfaction Surveys (Alumni, Employers, Grad School Advisors, Parents, etc.)
- Syllabus Audit

A. To ensure that our program/unit reaches these goals, our faculty members pursue the following outcomes.

- Use critical thinking to analyze contemporary issues.
- Demonstrate effective oral and/or written communication of ideas, informed opinions, and/or values.
- Demonstrate the ability to work effectively independently and/or in collaborative problem-solving groups.
- Identify principles and applications of personal, civic, and/or economic responsibility.
- Participate actively (class discussion, volunteerism, presentations, etc.) in issues significant to citizenship in contemporary society.
- Recognize the importance of diversity of opinion, abilities and cultures.

B. To achieve these program/unit outcomes, faculty members employ the following strategies:

- Update degree plans and certificates to respond to changes in each discipline
- Improve departmental advisement by providing information sheets for adjunct faculty.
- Share course offerings and changes with current students
- Hold open house or career information sessions for specific programs

IV. List of Courses in Degree, Certificate or Concentration Program or Unit in Support of Business Administration AA Degree:

ACCT 2301 Financial Accounting
 ACCT 2302 Managerial Accounting
 BCIS 1305 Business Computer Applications

Courses taught to support Business PTE programs:

BUSI 1301 Introduction to Business
 BUSI 2301 Business Law I

V. Department Faculty and Staff

Chair: Vernell E. Walker

Full-Time	Part-Time
Susan Blizzard, Instructor	Frederick Blake, Instructor
N. MaiLai Eng, Associate Professor	Joy Caruso, Instructor
Fay Lamphear, Assistant Professor	Allison Duesing, Instructor
Catherine Mallory, Professor	Dale Gillum, Instructor
Hector Martinez, Associate Professor	Beryl Kearns, Instructor
Larry Rosinbaum, Instructor	Charles Margulies, Instructor

	Barbara Moss, Instructor
	Wallace Satchell, Instructor
	Cynthia Smith, Instructor

APPROVED: _____ **Date:** _____
(Signature of Dean)

Five Year Review Assessments:

The Five Year Review Assessments and recommendations were addressed by increasing enrollment through out-reach activities in the community and at the college, improving department faculty advisement by cross-training full-time faculty in all program, and continuously monitoring departmental performance and efficiency.