

## Degree Program Student Learning Outcomes

(Complete this form for every degree or certificate granting program within your *division*.)

**Directions:** Complete columns A-D initially. Then, complete columns D&E at the end of the assessment cycle in the spring. Be brief in your descriptions and explanations. Focus on your top 4 to 5 outcomes only.

<b>DEPARTMENT:</b> Business and Information Technologies Division	<b>PRINCIPAL COMPLETER OF FORM:</b> Dr. Alice Tyler Milton
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<b>Degree Program:</b> Accounting (Degrees and Certificates)	<b>Degree/Certificate Type:</b> AAS, Long Cert., Short Cert.	<b>Academic Year:</b> 2007-2008
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**Mission of Degree Program:** To organize and provide instruction in the areas of business and technology for individuals in the metropolitan county. Provide the latest trends in every area.

<b>A. Student Learning Outcomes (4-5)</b>	<b>B. Assessment Methods</b>	<b>C. Expected Results (Targeted Objective)</b>	<b>D. Actual Results Obtained (Complete at the end of assessment cycle in the spring.)</b>	<b>E. Use of Results (Complete at the end of assessment cycle in the spring.)</b>
<p>Students completing the program must demonstrate:</p> <p><i>Be brief with your descriptions.</i></p>	<p>List what methods you plan on using to measure the outcome.</p>	<p>List what intended result you expect to see. Make it measurable.</p>	<p><i>When you assessed and measured your outcome, what results did you find?</i></p>	<p><i>Now that you have your results, how do you intend to use these results to improve this degree program?</i></p>
<p>1. The ability to read for comprehension and solve work-related problems using mathematical reasoning and problem-solving skills in the Area of Accounting.</p>	<p>1. WorkKeys and KeyTrain results</p>	<p>1. Students will achieve a Level 5 or higher</p>	<p>1. The WorkKeys class is good for the students. The class refreshes their skills. The average score for our area is 5.</p>	<p>1. More enrichment will be added to the curriculum so we will be able to increase the mean score.</p>
<p>2. The ability to demonstrate professionalism by actively participating in an organization related to their career.</p>	<p>2. Membership rosters from professional organization(s), attendance at meetings, membership card, etc.</p>	<p>2. Students will actively participate in at least one professional organization related to their career.</p>	<p>2. Phi Beta Lambda (PBL) trains in all areas in our department. Students attend the National Leadership, State, and National Competitive Conferences yearly. The students gain great competitive skills and know what to expect in the "real world". Each year, we place statewide and nationally with other colleges and universities.</p>	<p>2. Keep what we are doing and add more enrichment skills to the curriculum. We will also recruit more members so we will be able to compete in more challenging areas.</p>
<p>3. The ability to demonstrate the common body of accounting knowledge, and the development and application skills needed for entry into the accounting profession.</p>	<p>3. Introductory accounting class results, Accounting 1 class results, Accounting 2 class results, Managerial Accounting class results, Automated accounting class results</p>	<p>3. Students will earn a grade of C or better in all results from required accounting classes.</p>	<p>3. The students are doing better in the area of accounting since the implementation of BUS 210 - Introduction to Accounting. We also have tutoring sessions as needed.</p>	<p>3. Implement more technology in the accounting and make sure that each text also offers online tutoring as well.</p>
<p>4. The ability to use computer software proficiently.</p>	<p>4. IC3 results, OPAC results (certification exams).</p>	<p>4. Students will score the minimum required in each area (minimum of 70%) to demonstrate proficiency.</p>	<p>4. The students are proficient in the usage of the computer. The accounting major has at least four computer oriented classes.</p>	<p>4. Stay up-to-date with the latest trends in the accounting area. Implement a student organization of accountants.</p>
<p>5. The ability to communicate effectively through writing and speaking.</p>	<p>5. Writing samples from business courses using grading rubrics.</p>	<p>5. Students' writing and presentation samples will be rated as acceptable on the grading rubric</p>	<p>5. The students need an additional writing class in the Department.</p>	<p>5. Stay up-to-date with the latest trends in the computer class so each student will have the basic skills in word processing, database, spreadsheets, Internet, presentations, math, English, locating, personality, e-mail usage, etc.</p>

## Degree Program Student Learning Outcomes

(Complete this form for every degree or certificate granting program within your division.)

<b>Directions:</b> Complete columns A-D initially. Then, complete columns D&E at the end of the assessment cycle in the spring. Be brief in your descriptions and explanations. Focus on your top 4 to 5 outcomes only.				
<b>DEPARTMENT:</b> Business and Information Technologies Division		<b>PRINCIPAL COMPLETER OF FORM:</b> Dr. Alice Tyler Milton		
<b>Program:</b> Business Administration and Management (Degrees and Certificates)		<b>Degree/Certificate Type:</b> AA, AAS, Long Cert., Short Cert.		<b>Academic Year:</b> 2007-2008
<b>Mission of Degree Program:</b> To organize and provide instruction in the areas of business and technology for individuals in the metropolitan county. Provide the latest trends in every area.				
A. Student Learning Outcomes (4-5)	B. Assessment Methods	C. Expected Results (Targeted Objective)	D. Actual Results Obtained (Complete at the end of assessment cycle in the spring.)	E. Use of Results (Complete at the end of assessment cycle in the spring.)
Students completing the program must demonstrate:  <i>Be brief with your descriptions.</i>	List what methods you plan on using to measure the outcome.	List what intended result you expect to see. Make it measurable.	<i>When you assessed and measured your outcome, what results did you find?</i>	<i>Now that you have your results, how do you intend to use these results to improve this degree program?</i>
1. The ability to read for comprehension and solve work-related problems using mathematical reasoning and problem-solving skills in Business Administration.	1. WorkKeys and KeyTrain results	1. Students will achieve a Level 5 or higher	1. The WorkKeys class is good for the students. The class refreshes their skills. The average score for our area is 5.	1. More enrichment will be added to the curriculum so we will be able to increase the mean score for the tests.
2. The ability to demonstrate professionalism by actively participating in an organization related to their career.	2. Membership rosters from professional organization(s), attendance at meetings, membership card, etc.	2. Students will actively participate in at least one professional organization related to their career.	2. Phi Beta Lambda (PBL) trains in all areas in our department. Students attend the National Leadership, State, and National Competitive Conferences yearly. The students gain great competitive skills and know what to expect in the "real world". Each year, we place statewide and nationally with other colleges and universities.	2. Keep what we are doing and add more enrichment skills to the curriculum. We will also recruit more in other programs of interest so we will be able to compete in even more competitive areas.
3. To make available the training necessary for students to acquire the skills, knowledge, and understanding which will enhance their appreciation of the role of business in our economy	3. Design curricula with courses generally associated with the primary functions of organizational administration such as Marketing, Finance, Managements, etc.	3. Students will be rated <i>good or above</i> in management skills during internships.	3. The students are doing better in the area of business because of our faculty credentials and advisory board. More than 90% of them are in their area of work before their internship is scheduled. We have great ratings from the employers.	3. Keep up the pace with our strategies in the Business area. Add more Business to our Advisory Board.
4. The ability to use computer software proficiently.	4. IC3 results, OPAC results (certification exams).	4. Students will score the minimum required in each area (minimum of 70%) to demonstrate proficiency.	4. The students are proficient in the usage of the computer. The business - AAS major has at least four computer oriented classes.	4. Keep the latest texts in the areas of database, word processing, spreadsheets, Internet, E-mail, slideshows, etc. Require students to take the IC3 exam in assessment.

**Program: Business Administration and Management (Degrees and Certificates)**

<p>5. The ability to communicate effectively through writing and speaking.</p>	<p>5. Writing samples from business courses using grading rubrics.</p>	<p>5. Students' writing and presentation samples will be rated as acceptable on the grading rubric.</p>	<p>5. The students need an additional writing class in the Department.</p>	<p>5. Stay up-to-date with the latest trends in the computer class so each student will have the basic skills in word processing, database, spreadsheets, Internet, presentations, math, English, locating, personality, e-mail usage, etc.</p>
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## Degree Program Student Learning Outcomes

(Complete this form for every degree or certificate granting program within your *division*.)

**Directions:** Complete columns A-D initially. Then, complete columns D&E at the end of the assessment cycle in the spring. Be brief in your descriptions and explanations. Focus on your top 4 to 5 outcomes only.

**DEPARTMENT:** Business and Information  
Technologies Division

**PRINCIPAL COMPLETER OF FORM:**  
Dr. Alice Tyler Milton

**Program:** Business Administration  
/ Business Education

**Degree/Certificate Type:** AA –  
College Transfer Degrees

**Academic Year:** 2007-2008

**Mission of Degree Program:** To organize and provide instruction in the areas of business and technology for individuals in the metropolitan county. Provide the latest trends in every area.

<b>A. Student Learning Outcomes (4-5)</b>	<b>B. Assessment Methods</b>	<b>C. Expected Results (Targeted Objective)</b>	<b>D. Actual Results Obtained (Complete at the end of assessment cycle in the spring.)</b>	<b>E. Use of Results (Complete at the end of assessment cycle in the spring.)</b>
<p>Students completing the program must demonstrate:</p> <p><i>Be brief with your descriptions.</i></p>	<p>List what methods you plan on using to measure the outcome.</p>	<p>List what intended result you expect to see. Make it measurable.</p>	<p><i>When you assessed and measured your outcome, what results did you find?</i></p>	<p><i>Now that you have your results, how do you intend to use these results to improve this degree program?</i></p>
<p>1. The ability to demonstrate professionalism by actively participating in an organization related Business.</p>	<p>1. Membership rosters from professional organization(s), attendance at meetings, membership card, etc.</p>	<p>1. Students will actively participate in at least one professional organization related to their career.</p>	<p>1. Phi Beta Lambda (PBL) trains in all areas in our department. Students attend the National Leadership, State, and National Competitive Conferences yearly. The students gain great competitive skills and know what to expect in the "real world". Each year, we place statewide and nationally with other colleges and universities.</p>	<p>1. Choose textbooks that contain the areas of weaknesses in the competitive events, and recruit more students to compete in the new areas of Phi Beta Lambda competitive events.</p>
<p>2. The ability to demonstrate ease of transfer and acceptance of 100% of coursework to four-year institutions.</p>	<p>2. Students will utilize the Alabama STARS system in initial advisement sessions.</p>	<p>2. Colleges / Universities in Alabama will accept 100% of transfer courses. Student classification will be junior.</p>	<p>2. The program is increasing yearly and our students are transferring with ease. All of their courses are accepted. Further, our students are attending more colleges/universities that offer 12 – 18 months for completion of a B.S. Degree.</p>	<p>2. We currently work with three colleges/ universities that offer a shorter time span for a B.S. Degree (Miles College, Stillman College, and Faulkner University). We plan to obtain more articulation agreements with private and public institutions with our AAS degree programs as well.</p>
<p>3. The ability to use computer software proficiently.</p>	<p>3. IC3 results, OPAC results (certification exams).</p>	<p>3. Students will score the minimum required in each area (minimum of 70%) to demonstrate proficiency.</p>	<p>3. The students are proficient in the usage of the computer. The transfer students have at least one computer class before transferring to a four-year institution.</p>	<p>3. Stay up-to-date with the latest trends in the in the computer class so each student will have the basic skills in word processing, spreadsheets, slideshows, Internet, email, and database.</p>
<p>4. The ability to communicate effectively through writing and speaking.</p>	<p>4. Writing samples from business courses using grading rubrics.</p>	<p>4. Students' writing and presentation samples will be rated as acceptable on the grading rubric.</p>	<p>4. The students need an additional writing class in the Department.</p>	<p>4. A new course was added as a Capstone Course (BUS 202). The Internship classes enhance writing skills also.</p>

## Degree Program Student Learning Outcomes

(Complete this form for every degree or certificate granting program within your *division*.)

<b>Directions:</b> Complete columns A-D initially. Then, complete columns D&E at the end of the assessment cycle in the spring. Be brief in your descriptions and explanations. Focus on your top 4 to 5 outcomes only.				
<b>DEPARTMENT:</b> Business and Information Technologies Division			<b>PRINCIPAL COMPLETER OF FORM:</b> Dr. Alice Tyler Milton	
<b>Degree Program:</b> Computer Science		<b>Degree/Certificate Type:</b> AAS, Long Cert., Short Cert.		<b>Academic Year:</b> 2007-2008
<b>Mission of Degree Program:</b> To organize and provide instruction in the areas of business and technology for individuals in the metropolitan county. Provide the latest trends in every area.				
A. Student Learning Outcomes (4-5)	B. Assessment Methods	C. Expected Results (Targeted Objective)	D. Actual Results Obtained (Complete at the end of assessment cycle in the spring.)	E. Use of Results (Complete at the end of assessment cycle in the spring.)
Students completing the program must demonstrate:  <i>Be brief with your descriptions.</i>	List what methods you plan on using to measure the outcome.	List what intended result you expect to see. Make it measurable.	<i>When you assessed and measured your outcome, what results did you find?</i>	<i>Now that you have your results, how do you intend to use these results to improve this degree program?</i>
1. The ability to read for comprehension and solve work-related problems using mathematical reasoning and problem-solving skills in Computer Science.	1. WorkKeys and KeyTrain results	1. Students will achieve a Level 5 or higher	1. The WorkKeys class is good for the students. The class refreshes their skills. The average score for our area is 5.	1. More enrichment will be added to the curriculum so we will be able to increase the mean score.
2. The ability to demonstrate professionalism by actively participating in an organization related to their career.	2. Membership rosters from professional organization(s), attendance at meetings, membership card, etc.	2. Students will actively participate in at least one professional organization related to their career.	2. Phi Beta Lambda (PBL) trains in all areas in our department. Students attend the National Leadership, State, and National Competitive Conferences yearly. The students gain great competitive skills and know what to expect in the "real world". Each year, we place statewide and nationally with other colleges and universities.	2. Keep what we are doing and add more enrichment skills to the curriculum. We will also recruit more in other programs of interest so we will be able to compete in more areas.
3. The ability to demonstrate knowledge of concepts relating to computer science and basic accounting procedures.	3. Pre- and post-tests.	3. Students will score a minimum of 70% on proficiency exams.	3. The students are proficient in the usage of the computer. BUS 241 has been implemented in the curriculum as well as a computerized accounting class.	3. Require more programming projects in Java, VB, C++, HTML, FrontPage, Dreamweaver, etc. Encourage more computer science majors to compete in the different programming areas with PBL.
4. The ability to use software proficiently.	4. Certification exam results, pre- and post-tests, exams.	4. Students will score the minimum required in each area (minimum of 70%) to demonstrate proficiency.	4. The students are doing better in the area of computer science. They score in the high 90's range with the exams at a local technology company. The passing rate for A+ will need to be improved on the Birmingham Campus.	4. Seek more funding in the Computer Science area so more modules can be purchased (50,000). By doing this, the students will have many avenues to test their skills.
5. The ability to communicate effectively through writing and speaking.	5. Writing samples from business courses using grading rubrics.	5. Students' writing and presentation samples will be rated as acceptable on the grading rubric.	5. The students need an additional writing class in the Department.	5. A new course was added as a Capstone Course (BUS 202). The Internship classes enhance writing skills also.

## Degree Program Student Learning Outcomes

(Complete this form for every degree or certificate granting program within your *division*.)

<b>Directions:</b> Complete columns A-D initially. Then, complete columns D&E at the end of the assessment cycle in the spring. Be brief in your descriptions and explanations. Focus on your top 4 to 5 outcomes only.				
<b>DEPARTMENT:</b> Business and Information Technologies Division			<b>PRINCIPAL COMPLETER OF FORM:</b> Dr. Alice Tyler Milton	
<b>Program:</b> Industry Certifications MCSE, MCSD, MCSA, A+, I-Net, Security, CCNA, CCNP, CNA, CNE, IC3, Oracle, Real Estate		<b>Degree/Certificate Type:</b> Industry Certifications	<b>Academic Year:</b> 2007-2008	
<b>Mission of Degree/ Certificate Program:</b> To organize and provide instruction in the areas of business and technology for individuals in the metropolitan county. Provide the latest trends in every area.				
A. Student Learning Outcomes	B. Assessment Methods	C. Expected Results (Targeted Objective)	D. Actual Results Obtained (Complete at the end of assessment cycle in the spring)	E. Use of Results (Complete at the end of assessment cycle in the spring)
Students completing the program must demonstrate:  <i>Be brief with your descriptions.</i>	List what methods you plan on using to measure the outcome.	List what intended result you expect to see. Make it measurable.	<i>When you assessed and measured your outcome, what results did you find?</i>	<i>Now that you have your results, how do you intend to use these results to improve this degree program?</i>
1. The ability to demonstrate knowledge of concepts relating to computer science certification.	1. Industry exam administered through an authorized testing center.	1. Students will score at least the minimum to pass the proficiency exams.	1. Business and Industry students have excellent passing rates with the area exams. The CIS students need more hands-on experiences. The exam will be required upon completion of the class.	1. Implement more hand-on modules, projects, etc. Require that all students take the exams as part of their assessment.
2. The ability to use computer software proficiently.	2. IC3 results, OPAC results (certification exams).	2. Students will score the minimum required in each area (minimum of 70%) to demonstrate proficiency.	2. The students are proficient in the usage of the computer. The instruction is detailed and accommodates all learners. The students do not immediately take the exams.	2. Stay up-to-date with the latest trends in the technology area. Stress more toward PBL membership so they can gain even more experience in student organizations. Require the exam in the assessment.
3. The ability to communicate effectively through writing and speaking.	3. Writing samples from business courses using grading rubrics.	3. Students' writing and presentation samples will be rated as acceptable on the grading rubric.	3. The students need an additional writing class in the Department.	3. A new course was added as a Capstone Course (BUS 202). The Internship classes enhance writing skills also.

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<b>Directions:</b> Complete columns A-D initially. Then, complete columns D&E at the end of the assessment cycle in the spring. Be brief in your descriptions and explanations. Focus on your top 4 to 5 outcomes only.				
<b>DEPARTMENT:</b> Business and Information Technologies Division			<b>PRINCIPAL COMPLETER OF FORM:</b> Dr. Alice Tyler Milton	
<b>Degree Program:</b> Real Estate		<b>Degree Type:</b> Short Certificate and Industry Certification		<b>Academic Year:</b> 2007-2008
<b>Mission of Certificate Program:</b> To organize and provide instruction in the areas of business and technology for individuals in the metropolitan county. Provide the latest trends in every area.				
A. Student Learning Outcomes (4-5)	B. Assessment Methods	C. Expected Results (Targeted Objective)	D. Actual Results Obtained (Complete at the end of assessment cycle in the spring.)	E. Use of Results (Complete at the end of assessment cycle in the spring.)
Students completing the program must demonstrate:  <i>Be brief with your descriptions.</i>	List what methods you plan on using to measure the outcome.	List what intended result you expect to see. Make it measurable.	<i>When you assessed and measured your outcome, what results did you find?</i>	<i>Now that you have your results, how do you intend to use these results to improve this degree program?</i>
1. The ability to demonstrate the laws and policies concerning real estate in Alabama and nationally.	1. Results of State Real Estate Exam.	1. Students will achieve a grade of 70% or above.	1. More than 75% passed the Alabama Real Estate Exam.	1. Partner with a Real Estate (Realty South) and not hire an instructor /broker each semester. A real estate organization has more skills to offer the student.
2. The ability to use computer software proficiently.	2. IC3 results, OPAC results (certification exams).	2. Students will score the minimum required in each area (minimum of 70%) to demonstrate proficiency.	2. The students are required to take CIS 146, Microcomputer Applications (Word, Access, Excel, and PowerPoint) proficient in the usage of the computer. Real Estate is a certificate program; therefore, a computer class is not required--but encouraged. More than 95% of the students thus far have computer training.	2. Stay up-to-date with the latest trends in the computer class so each student will have the basic skills in word processing, database, spreadsheets, Internet, presentations, math, English, locating, personality, e-mail usage, etc.