

# School of Arts & Sciences Program Learning Outcomes

## From: AY18 Assessment Plan

### Department: Business & Public Administration

### Program Group: Business Administration

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#### **Degree: Certificate, Accounting Technician & Small Business Management Certificates (October 2017)**

PLOS for the SMB certificate are under development and we expect to have them completed by the end of November 2017. The program learning outcomes for the Acct Tech Cert are as follows:

Upon completion of the UAS Accounting Technician Certificate, the student will be able to successfully:

1. Use mathematical computations in order to solve accounting and finance questions.
2. Prepare, analyze, and correct accounting entries within an accounting system.
3. Prepare, read, and analyze the financial statements of an entity.
4. Set up and use a computer-automated accounting system.
5. Create, analyze, and explain reports for the financial management of an entity.
6. Prepare and report on the payroll of an entity.
7. Use spreadsheets to support the accounting, financial, and managerial reporting needs of an entity.
8. Communicate ideas to others both orally and in writing.

#### **Degree: AAS, Business Administration**

Core Curriculum: Graduates of the AAS program will be able to identify, describe and explain the various areas of businesses and organizations such as management, marketing, accounting, finance, human resources, information technology, and economics. Additionally, AAS graduates will demonstrate business knowledge, which positions them for third year admission into upper division and emphasis area academic studies or for workplace placement in related jobs.

Upon completion of the AAS core curriculum, students will be able to:

1. Communicate effectively within a business environment
2. Perform basic financial and managerial accounting skills
3. Apply mathematical problem-solving techniques to business issues
4. Describe basic legal concepts and the judicial system, with emphasis on business law
5. Describe basic economic concepts with emphasis on individual economic decision making and market outcomes

#### **Degree: BBA, Business Administration**

Core Curriculum: The BBA program is intended to provide a comprehensive course of study that prepares students for professional positions in the private sector, public fields, or non-profit arenas.

1. Demonstrate functional business knowledge across essential business disciplines.
2. Utilize effective teamwork and management skills.
3. Employ critical thinking skills, analytical abilities, and problem-solving techniques.
4. Communicate effectively and professionally.
5. Competently use technology in the business environment.

#### **Degree: AAS, Business Administration**

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## **Degree: MPA, Public Administration**

The Department of Business and Public Administration has articulated management outcomes for the UAS general competencies.

1. Competency in Communication
  - a. Students possess effective professional writing skills appropriate in their fields.
  - b. Students can make effective presentations supplemented by appropriate technology.
2. Competency in Quantitative Skills 3 2.1: Students recognize organizational contexts where quantitative analysis may provide useful insights, and understand the nature of data needed to use various quantitative analysis tools.
  - a. Students can select and apply appropriate quantitative techniques.
  - b. Students understand how to interpret analytical results and formulate logical conclusions based upon the results.
3. Competency in Information Literacy
  - a. Students understand the role of information in helping organizations operate efficiently and effectively, and in solving management problem
  - b. Students can define search criteria, locate, and access appropriate information.
  - c. Students can effectively evaluate the accuracy, validity, and relevance of information for use in management decision making.
4. Competency in Computer Usage
  - a. 4.1 Students demonstrate competency in the selection and use of appropriate management technologies.
  - b. 4.2 Students understand information systems, their role in management functions and organizational communications, internally and externally.
5. Competency in Professional Behavior
  - a. Students understand ethical and professional responsibilities of managers. They recognize ethical dilemmas and formulate effective ethical strategies for dealing with those situations.
  - b. Students can work effectively in various roles with diverse individuals and groups to achieve common goals.
  - c. Students can assume leadership roles. They can quickly understand what needs to be done, organize, prioritize, and delegate tasks.
6. Competency in Critical Thinking
  - a. Students are able to identify, evaluate, analyze, and solve diverse and unstructured management problems in unfamiliar settings.
  - b. Students can use, synthesize, and evaluate data/evidence, exercise judgment, and assess risks in reaching decisions to solve real-world problems.
  - c. Students understand the holistic and systemic nature of the organization and its internal and external environment.

Additionally the Master of Public Administration Program has identified the following discipline related skill areas.

7. Competency in Public Administration
  - a. Politics and the Constitutional Environment
  - b. Democracy and the Public Interest
  - c. Organizational Theory
  - d. Organizational Behavior and Leadership.
  - e. Economic Analysis
  - f. Public Financial Management
  - g. Human Resource Management
  - h. The Legal Environment
  - i. Public Administration Ethics
  - j. Research and Program Evaluation