

Associates of Arts in Pre-Business Administration

Plan for Assessment of Student Learning Outcomes
The University of New Mexico – Los Alamos

A. College, Department and Date

1. College: University of New Mexico – Los Alamos
2. Department: Business
3. Date: 11/1/10

B. Academic Program of Study*

Associates of Arts in Pre-Business Administration

C. Contact Person(s) for the Assessment Plan

Cynthia J. Rooney (cjrooney@unm.edu), Curriculum Coordinator

* Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

D. Broad Program Goals & Measurable Student Learning Outcomes

AA in Pre-Business Administration Learning Goals and Objectives (Course #s in Parentheses)

<p style="text-align: center;">1. Management Functional Knowledge</p> <p style="text-align: center;">GOAL: Graduates have a broad knowledge of functional management areas including accounting, management, and organizational behavior.</p> <p><i>OUR STUDENTS WILL BE ABLE TO:</i></p> <p>Objective #1: Demonstrate an understanding of the difference between cash and accrual accounting. (MGMT 202)</p> <p>Objective #2: Demonstrate the ability to conduct basic financial statement analysis. (MGMT 202)</p> <p>Objective #3: Demonstrate an understanding of fundamental accounting processes and the concepts underlying these processes. (MGMT 202)</p> <p>Objective #4: Demonstrate a broad knowledge of the role and application of management principles in business and society. (MGMT 113)</p> <p>Objective #5: Demonstrate a broad knowledge of the basic concepts related to effective management of people in organizations. (MGMT 113)</p>
<p style="text-align: center;">2. Management Perspective Knowledge</p> <p style="text-align: center;">GOAL: Graduates have a broad knowledge of the environment in which businesses operate including specific knowledge of diversity, economics, and ethics.</p> <p><i>OUR STUDENTS WILL BE ABLE TO:</i></p> <p>Objective #1: Demonstrate the impact of workforce diversity on management and in organizations. (MGMT 113)</p> <p>Objective #2: Demonstrate an understanding of microeconomic principles including supply, demand and prices. (ECON 106)</p> <p>Objective #3: Demonstrate an understanding of macroeconomic principles including aggregate supply, aggregate demand, and macroeconomic policies. (ECON 105)</p> <p>Objective #4: Demonstrate and understanding the impact of ethical and unethical behavior for individuals and organizations. (MGMT 113 and MGMT 202)</p>
<p style="text-align: center;">3. Communication Skills</p> <p style="text-align: center;">GOAL: Graduates have requisite oral and written communication skills.</p> <p><i>OUR STUDENTS WILL BE ABLE TO:</i></p> <p>Objective #1: Effectively communicate management concepts, plans and decisions in an oral presentation.</p> <p>Objective #2: Effectively communicate management concepts, plans and decisions in a written report.</p>
<p style="text-align: center;">4. Life-Long Learning</p> <p style="text-align: center;">GOAL: Graduates are prepared for further study.</p> <p><i>OUR STUDENTS WILL BE ABLE TO:</i></p> <p>Objective #1: Demonstrate an interest in pursuing an additional academic degree.</p> <p>Objective #2: Apply theoretical concepts to various situations.</p>

E. Assessment of Student Learning Three-Year Plan

AA in Pre-Business Administration Assessment: Location (e.g., course) and Tool(s)

Goal	Assessment Location (Course, etc.) and Tool
<p>1. Management Functional Knowledge Graduates have a broad knowledge of functional management areas including accounting, management, and organizational behavior.</p>	<p>Questions will be written by faculty to address the specific learning outcomes and will be embedded into core course assignments, exams, quizzes, etc. as follows: Accounting (Mgmt 202), and Management (Mgmt 113). The questions will be administered to all students in each course. Each faculty member should submit a summary and detailed report including spreadsheet or scantron results for all of the questions for all students. These reports will be summarized by the Curriculum Coordinator and reviewed by UNM-LA's CARC. Recommendations will be made regarding the improvement of courses and curriculum. The Curriculum Coordinator will be responsible to implement recommended and approved improvements and changes.</p> <ul style="list-style-type: none"> • 3-Year Plan: Questions will be developed in Spring of 2011. Pilot of embedding questions in classes will be completed in Spring of 2011. Revisions of questions will be made if needed during the summer of 2011. Embedding will occur each semester that one of the target courses is offered beginning in Fall 2011. • Relationship to UNM's Student Learning Goals: Knowledge • Direct Measure • Performance Target: 70%

E. Assessment of Student Learning Three-Year Plan (cont.)

AA in Pre-Business Administration Assessment: Location (e.g., course) and Tool(s)

Goal	Assessment Location (Course, etc.) and Tool
<p>2. Management perspective knowledge Graduates have a broad knowledge of the environment in which businesses operate including specific knowledge of diversity, economics, and ethics.</p>	<p>Questions will be written by faculty to address the specific learning outcomes and will be embedded into core course assignments, exams, quizzes, etc. as follows: Accounting (Mgmt 202), and Management (Mgmt 113), Macroeconomics (Econ 105) and Microeconomics (Econ 106). The questions will be administered to all students in each course. Each faculty member should submit a summary and detailed report including spreadsheet or scantron results for all of the questions for all students. These reports will be summarized by the Curriculum Coordinator and reviewed by UNM-LA's CARC. Recommendations will be made regarding the improvement of courses and curriculum. The Curriculum Coordinator will be responsible to implement recommended and approved improvements and changes.</p> <ul style="list-style-type: none"> • 3-Year Plan: Questions will be developed in Spring of 2011. Pilot of embedding questions in classes will be completed in Spring of 2011. Revisions of questions will be made if needed during the summer of 2011. Embedding will occur each semester that one of the target courses is offered beginning in Fall 2011. • Relationship to UNM's Student Learning Goals: Knowledge • Direct Measure • Performance Target: 70%
<p>3. Communication Skills Graduates have requisite oral and written communication skills.</p>	<p>These goals will not currently be assessed formally.</p>
<p>4. Life-Long Learning Graduates are prepared for further study.</p>	<p>These goals will not currently be assessed formally.</p>