**Program Outcomes Guide**

**Directions:** Please complete this form to document your progress toward improving student learning. For each item, indicate your progress and your anticipated next steps. Thank you!

**Program Title:** BUS Business Administration **Date:** Fall 2009

**Program Team:**

**Expected Learning Outcomes:**
1. Function as economically literate citizens in domestic and international venues.
2. Develop sensitivity to personal, societal, and governmental responsibility in the economic system.
3. Understand how businesses operate.
4. Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings.
5. Develop an awareness of career opportunities and the lifelong learning skills that will enable students to become employable in a variety of business careers.
6. Select and apply technology tools for making personal and business decisions.
7. Communicate effectively as writers, listeners, and speakers in diverse business and social settings.
8. Understanding how accounting procedures can be applied to decisions about planning, organizing, and allocating personnel and financial resources.
9. Understand principles of law as they apply to personal and business settings.
10. Appreciate the value of the entrepreneurial spirit, both in the small business and corporate environment.
11. Understand that the various functions of a business are not separate but are interrelated, and that each one impacts the others.
12. Apply the critical thinking skills needed to function in students’ multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own economic futures.

**Assessment** (How do or will students demonstrate achievement of each outcome?)

Multiple exams are given during the semester to assess ongoing comprehension of course materials. In addition, students are required to complete projects which relate to corresponding topics.

**Validation** (What methods have you used or will you use to validate your assessment?)

Assessments demonstrate that students who regularly attend classes, study text materials and complete assigned projects do well in the class. Students that do not study course materials and complete course assignments do poorly.

**Follow-up** (How have you used or how will you use the data to improve student learning?)
Budget Justification
(What resources are necessary to improve student learning?)
Current resources are adequate