Academic Program Assessment Plan – Certificate in Business

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| **Department** |  Business | **Degree/Type** | **Certificate** | **Date Submitted** | April 7, 2017 |
| **UNM Essential Learning Goals** |
| UNM has established the following essential learning goals for all UNM students: University of New Mexico students will develop the following aptitudes and habits of mind in the course of their general and major study at UNM* KNOWLEDGE of human cultures and the natural world, gained through study in the sciences and mathematics, social sciences, humanities, histories, languages and the arts.
* SKILLS, both intellectual and applied, demonstrated in written and oral communication, inquiry and analysis, critical and creative thinking, quantitative literacy, information literacy, performance, teamwork and problem solving.
* RESPONSIBILITY, both personal and social, that will be manifested in civic knowledge and engagement, multicultural knowledge and competence, ethical reasoning and action, and foundations and skills for lifelong learning.
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| **Contact Person (name, title, email)** | Sharon Hurley, Dept Chair, BusinessShurley1@unm.edu  | Date reviewed by CARC |  April 10, 2017 |
| **Assessment Cycle (1-year/2-year/3-year)** |  1-year assessment cycle |
| **Program Goal #1** | **Graduates have a broad understanding of basic management principles and the environment in which businesses operate.** |
| **Student Learning Outcomes****(In each row enter an SLO targeted at this Program Goal)** | **Year of cycle in which this outcome will be assessed.** | **UNM Essential Learning Goal (Knowledge, Skills, Responsibility)** | **Assessment Measure including Direct/ Indirect (Provide a description of the assessment instrument used; include the course AND if it was direct or indirect)** | **Performance Benchmark (State the ‘criteria for success’ or performance target for meeting the SLO, i.e., at least 70% of students will perform with score of 70 or better)** |
| **Student Learning Outcome** | **Year of Cycle** | **UNM Essential Learning Goal** | **Assessment Measure** | **Performance Benchmark** |
| Students will apply financial accounting procedures and principles including journalizing, posting and preparing primary financial statements. | Year 1 course(Offered each fall) | KnowledgeSkills | Course: **MGMT 101: Principles of Accounting I** Direct Assessment: 1. Financial accounting practice set
2. Specific questions on the Final Exam

NM Business Articulation Committee SLOs will be measured with these practice sets and final exam. Faculty members will submit a summary and detailed report for each of these SLOs.  | Performance Target: At least 70% of the students will perform with a score of 70 or higher. |
| Students will model fundamental managerial accounting processes and the concepts underlying these processes.  | Year 1 course(offered every spring) | KnowledgeSkills | Course: **Mgmt 102: Principles of Accounting II** Direct Assessment: 1. Financial accounting practice set
2. Specific questions on the Final Exam

NM Business Articulation Committee SLOs will be measured with these practice sets and final exam. Faculty members will submit a summary and detailed report for each of these SLOs.  | Performance Target: At least 70% of the students will perform with a score of 70 or higher. |
| Students will prepare spreadsheets using appropriate software  | Year 1 course(offered every semester) | Knowledgeskills | Course: **CS 150L: Computing for Business Students**Direct Assessment:(1) Specific questions on the Final Exam NM Business Articulation Committee SLOs will be measured with these practice sets and final exam. Faculty members will submit a summary and detailed report for each of these SLOs.  | Performance Target: At least 70% of the students will perform with a score of 70 or higher. |