



**Program:** Office Management and Supervision

**Assessment period:** 2014-2015

**Program or Department Mission:**

The Department of Business and Information Systems includes the areas of Accounting, Business, Computer Science, and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society. In addition, the department provides outstanding educational instruction which prepares students for transfer to a college or university.

The Management and Supervision Program Outcomes are:

- Students and graduates returning surveys will report satisfaction with the Business Management Degree – Business Management Option.
- Business management students will graduate at a 50% completion rate.
- Graduates returning surveys indicate employment in the field or current enrollment in a four- year degree program. (70%)

**Instructional Program Outcomes & Assessment Plan**

<b>Intended Outcomes</b>	<b>Means of Assessment</b>	<b>Criteria for Success</b>	<b>Summary &amp; Analysis of Assessment Evidence</b>	<b>Use of Results</b>
Students and graduates returning surveys will report satisfaction with the educational preparation provided in the program	Career/Technical Employment Status Survey	70% of students and graduates report satisfaction with the educational preparation provided in the Business Management Program	3 students returned the Career/Technical Employment Status Survey Of the 3 students returning the survey, 3 students (100%) reported satisfaction with the	The criteria for success was met. The number of students and graduates returning the survey needs to increase. Faculty and Institutional Effectiveness

			educational preparation provided by the Business Management Program	will continue to call and email students to gather the needed data. Career surveys will be handed out in class as well to capture as many survey responses as possible. The possible use of social media will increase contact with students and graduates, increasing the number of survey responses.
Business Management students will graduate at a 50% completion rate	Graduation rate	<p>Business Management students will graduate at a 50% completion rate within four years of declaring a major</p> <p>Program assistants discussed various percentage completion rates based on students enrolled in the office management and supervision degree program. Please see the use of results section for a description of students enrolled in the program. Based on the composition of the student population for the office management and supervision program, program assistants decided a completion</p>	27% of students declaring Business Management as their major graduated within four years	The requirement for success was not met. Attrition rates among first and second semester students increased during the reporting period. Other factors contributing to the low graduation rate include: students declaring business management as their major with no intention of completing the program and registering for only the courses needed to successfully meet their goal, students exploring major options and choosing another field of study but never completing a change of major form and students lacking one or two classes, which are never completed due to conflicts with class offerings. Faculty will

		rate of 50% within four years of declaring a major is reasonable.		continue working on advising techniques, informative literature and projects to increase the graduation rate.
Graduates returning surveys indicate employment in field or current enrollment in a four-year degree program	Graduate survey; Career/Technical Employment Status Survey	Within six months of graduation, 70% of graduates will be employed in field or currently enrolled in a four-year degree program	Of the graduates returning surveys, 0% are employed in field and 66% are currently enrolled in a four-year degree program	Based on the number of surveys returned, the criteria for success was not met. The number of students and graduates returning the survey needs to increase. Faculty and Institutional Effectiveness will continue to call and email students to gather the needed data. Career surveys will be handed out in class as well to obtain as many survey responses as possible. Faculty will continue to work with and follow up with students pursuing employment and/or enrolling in a four-year degree program. Faculty will also continue to work with businesses within the community to maintain or increase the number of Business Management Program graduates employed in field.
<b>Plan submission date: October 2015</b>			<b>Submitted by: Barrett Cummings</b>	



## Assessment Record

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The Office Management and Supervision Program Student Learning Outcomes are:

- \* Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting.
- \* Demonstrate an understanding of management and supervision within an American business.
- \* Demonstrate an understanding of accounting and finance within an American business.

## Instructional Program Student Learning Outcomes & Assessment Plan – Business Management Program Core Courses

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting</p>	<p>BUS 146: Prepare a personal statement of cash flows</p>	<p>70% of students will successfully complete the worksheet that involves recording income and cash outflows to determine net cash flow</p>	<p>57 of the 69 students (83%) attempting the assessment achieved success</p>	<p>The benchmarks for all course outcomes were met. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	<p>BUS 263: Students will demonstrate an understanding of the basics of employment and employment discrimination laws</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p>	<p>69 of the 78 students (89%) attempting the assessment achieved success</p>	
	<p>BUS 285: Develop a working knowledge of the terminology of marketing to prepare students for the advances study in the field of marketing</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p>	<p>34 of the 40 students (85%) attempting the assessment achieved success</p>	
	<p>MST 111: Identify the four basic purposes of meetings, differentiate between the leader-controlled approach and the group-centered approach used in meetings and describe</p>	<p>70% of students will complete an essay and/or research paper naming the four basic purposes of meetings, identifying the purpose requiring the most skill, differentiating between the leader-</p>	<p>35 of the 37 students (95%) attempting the assessment achieved success</p>	

	the actions that a supervisor can take before, during and after the meeting to make it effective	controlled approach and the group-centered approach and describing the actions that a supervisor can take before, during and after a meeting to make it effective		
Demonstrate an understanding of management and supervision within an American business	BUS 285: Develop an understanding of marketing communication, media strategy and message strategy  MST 111: Define management and describe in detail the five functions of management	70% of students will answer a discussion question identifying and describing the four bases of segmenting consumer markets  70% of students will complete an essay and/or research paper identifying and explaining the five functions every manager must perform	32 of the 41 students (78%) attempting the assessment achieved success  37 of the 38 students (97%) attempting the assessment achieves success	The prescribed learning outcomes were attained. Student success will be continually monitored by faculty. Instructional staff will re-evaluate the outcomes and make adjustments to improve student learning.
Demonstrate an understanding of accounting and finance within an American business	BUS 146: Prepare a personal financial plan  BUS 146: Prepare a personal statement of cash flows	70% of students will successfully complete the worksheet that involves recording income and cash outflows to determine net cash flow  70% of students will successfully complete the worksheet that involves recording income and	57 of the 69 students (83%) attempting the assessment achieved success  57 of the 69 students (83%) attempting the assessment achieved success	Course results were satisfactory for BUS 146. Faculty will continue to track student success rates and make any needed adjustments.

		cash outflows to determine net cash flows		
	BUS 241: Complete the accounting cycle through closing entries	70% of student will successfully complete journal entries to complete the accounting cycle through closing entries	155 of the 249 students (62%) attempting the assessment achieved success	The benchmark for BUS 241, outcome one, was not met. Instructional staff re-evaluated this student learning outcome in Fall 2014. Faculty will again evaluate current outcomes to determine if additional and/or different questions should be used to better assess the course.
	BUS 241: Prepare an Income Statement, Statement of Owner's Equity and Balance Sheet	70% of students will successfully complete an exercise or problem requiring the completion of the Income Statement, Statement of Owner's Equity and Balance Sheet	187 of the 246 students (76%) attempting the assessment achieved success	Criterion for BUS 241, outcome two, was met. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning based on the results of outcome data.
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## Instructional Program Student Learning Outcomes & Assessment Plan – Business Management Option

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting</p>	<p>BUS 100: Demonstrate knowledge of global economics factors</p> <p>BUS 275: Demonstrate knowledge and understanding of the diverse managerial styles and methodologies used in decision making in management</p> <p>MST 201: Demonstrate an understanding of employee selection procedures</p> <p>MST 215: Demonstrate knowledge of entrepreneurship principles</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will complete a group project that includes concepts related to job analysis, job descriptions and job qualifications</p> <p>70% of students will complete a group project and/or discussion questions that create a business and determine if exclusive legal right to the business name exist, determine a business</p>	<p>163 of the 195 students (84%) attempting the assessment achieved success</p> <p>87 of the 97 students (85%) attempting the assessment achieved success</p> <p>18 of the 19 students (95%) attempting the assessment achieved success</p> <p>42 of the 45 students (93%) attempting the assessment achieved success</p>	<p>The benchmarks for all course outcomes exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>

		concept, describe entrepreneurial opportunity and identify and describe the business' competitive advantage		
Demonstrate an understanding of management and supervision within an American business	<p>BUS 100: Demonstrate knowledge of global economic factors</p> <p>BUS 275: Demonstrate a knowledge and understanding of the fundamental of management in utilizing the application of management</p> <p>MST 201: Demonstrate an understanding of applicable laws that affect human recourse managers</p> <p>MST 215: Demonstrate knowledge of entrepreneurship principles</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will complete a group project and/or discussion questions that create a business and determine if exclusive legal right to the business name exist,</p>	<p>163 of the 195 (84%) of the students attempting the assessment achieved success</p> <p>81 of the 98 students (83%) attempting the assessment achieved success</p> <p>19 of the 19 students (100%) attempting the assessment achieved success</p> <p>42 of the 45 students (93%) attempting the assessment achieved success</p>	The benchmarks for all course outcomes surpassed the criterion set for achieving success. Student success will be continually monitored by faculty.

		determine a business concept, describe entrepreneurial opportunity and identify and describe the business' competitive advantage		
Demonstrate an understanding of accounting and finance within an American business	<p>BUS 100: Demonstrate knowledge of general marketing, finance and accounting concepts</p> <p>BUS 275: Demonstrate knowledge and understanding of the diverse managerial styles and methodologies used in decision making in management</p> <p>MST 215: Demonstrate knowledge of the preparation of a business plan</p>	<p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will choose the correct concept or terminology when answering the embedded exam questions</p> <p>70% of students will complete a project correctly developing a mission statement, marketing plan, SWOT analysis and financial plan</p>	<p>160 of the 200 (80%) of the students attempting the assessment achieved success</p> <p>82 of the 97 students (85%) attempting the assessment achieved success</p> <p>44 of the 41 students (93%) attempting the assessment achieved success</p>	The results for all course outcomes were adequate. Faculty will continue to track student success using outcome results and make any necessary adjustments to improve student learning.
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## Course Student Learning Outcomes & Assessment Plan – BUS 100

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Demonstrate knowledge of global economic factors	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>21</td> <td>11</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>15</td> <td>10</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>71.4%</td> <td>90.9%</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>60</td> <td>70</td> <td>33</td> </tr> <tr> <td>Completed</td> <td>52</td> <td>61</td> <td>25</td> </tr> <tr> <td>Percentage</td> <td>86.7%</td> <td>87.7%</td> <td>75.8%</td> </tr> <tr> <td><b>Average</b></td> <td>79.1%</td> <td>89.3%</td> <td>75.8%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	21	11	NA	Completed	15	10	NA	Percentage	71.4%	90.9%	NA	<b>Shelby</b>				Attempted	60	70	33	Completed	52	61	25	Percentage	86.7%	87.7%	75.8%	<b>Average</b>	79.1%	89.3%	75.8%	Students successfully completed the questions measuring the intended outcome. Faculty will continue to monitor student success.
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## Course Student Learning Outcomes & Assessment Plan – BUS 146

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Prepare a personal financial plan	Worksheet	70% of students will successfully complete the worksheet showing goals that are realistic, measurable, time sensitive and actionable	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>7</td> <td></td> </tr> <tr> <td>Completed</td> <td>11</td> <td>7</td> <td></td> </tr> <tr> <td>Percentage</td> <td>84.6%</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>26</td> <td>23</td> <td></td> </tr> <tr> <td>Completed</td> <td>20</td> <td>19</td> <td></td> </tr> <tr> <td>Percentage</td> <td>76.9%</td> <td>82.6%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>80.8%</td> <td>91.3%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	13	7		Completed	11	7		Percentage	84.6%	100%		<b>Shelby</b>				Attempted	26	23		Completed	20	19		Percentage	76.9%	82.6%		<b>Average</b>	80.8%	91.3%		Students effectively created a personal financial plan and showed understanding of realistic financial goals. Faculty will continue to monitor student success.
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## Course Student Learning Outcomes & Assessment Plan – BUS 215

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Demonstrate knowledge of business communication principles for successful communications	Individual Project and Exercises	70% of students will successfully complete a respective project and exercises	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>19</td> <td>11</td> <td></td> </tr> <tr> <td>Completed</td> <td>19</td> <td>11</td> <td></td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>100%</td> <td>100%</td> <td></td> </tr> </tbody> </table>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	NA		Completed	NA	NA		Percentage	NA	NA		<b>Shelby</b>				Attempted	19	11		Completed	19	11		Percentage	100%	100%		<b>Average</b>	100%	100%		Class is taught by part-time instructors at Jefferson and Shelby. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data. From the data collected, students successfully completed the project/exercises measuring the intended outcome.
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Demonstrate effective communication skills via a presentation	Presentation	70% of students will successfully complete a presentation	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>19</td> <td>11</td> <td></td> </tr> <tr> <td>Completed</td> <td>19</td> <td>11</td> <td></td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>100%</td> <td>100%</td> <td></td> </tr> </tbody> </table>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	NA		Completed	NA	NA		Percentage	NA	NA		<b>Shelby</b>				Attempted	19	11		Completed	19	11		Percentage	100%	100%		<b>Average</b>	100%	100%		Class is taught by part-time instructors at Jefferson and Shelby. Program assistants need to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data. Data collected indicates students have effective communication skills. Faculty will continue to monitor student success.
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Plan submission date: October 2015			Submitted by: Barrett Cummings																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 241

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																																								
Complete the accounting cycle through closing entries	Exercises/Problems	70% of students will successfully complete journal entries to complete the accounting cycle through closing entries	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">16</td> <td style="text-align: center;">25</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">11</td> <td style="text-align: center;">13</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">68.8%</td> <td style="text-align: center;">52.0%</td> <td style="text-align: center;">60.0%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">49</td> <td style="text-align: center;">70</td> <td style="text-align: center;">74</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">32</td> <td style="text-align: center;">47</td> <td style="text-align: center;">43</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">65.3%</td> <td style="text-align: center;">67.1%</td> <td style="text-align: center;">58.1%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td></td> <td></td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td></td> <td></td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">67.1%</td> <td style="text-align: center;">59.6%</td> <td style="text-align: center;">59.1%</td> </tr> </tbody> </table> <p style="margin-top: 10px;">* Course is not offered at Pell City Campus or Clanton Campus during the spring and summer terms</p>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	16	25	15	Completed	11	13	9	Percentage	68.8%	52.0%	60.0%	<b>Shelby</b>				Attempted	49	70	74	Completed	32	47	43	Percentage	65.3%	67.1%	58.1%	<b>Pell City</b>				Attempted	NA	*	*	Completed	NA			Percentage	NA			<b>Clanton</b>				Attempted	NA	*	*	Completed	NA			Percentage	NA			<b>Average</b>	67.1%	59.6%	59.1%	<p>Students did not successfully complete the journal entries necessary to complete the accounting cycle through closing entries. Instructional staff evaluated and developed new outcomes which began assessment in Fall 2014. Faculty will again re-evaluate current outcomes to determine if additional and/or different questions should be used to better assess the course.</p>
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
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<b>Average</b>	67.1%	59.6%	59.1%																																																																									
Prepare the Income Statement, Statement of Owner's Equity and Balance Sheet	Exercises/Problems	70% of students will successfully complete the Income Statement, Statement of Owner's Equity and Balance Sheet	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">16</td> <td style="text-align: center;">25</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">11</td> <td style="text-align: center;">13</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">68.8%</td> <td style="text-align: center;">52.0%</td> <td style="text-align: center;">60.0%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	16	25	15	Completed	11	13	9	Percentage	68.8%	52.0%	60.0%	<b>Shelby</b>				<p>Students did not successfully complete the intended outcome in spring and summer terms. Student learning will be improved by using more</p>																																																
	Fall	Spring	Summer																																																																									
<b>Jefferson</b>																																																																												
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			<table border="1"> <tr> <td>Attempted</td> <td>46</td> <td>58</td> <td>74</td> </tr> <tr> <td>Completed</td> <td>40</td> <td>70</td> <td>56</td> </tr> <tr> <td>Percentage</td> <td>87.0%</td> <td>82.9%</td> <td>75.7%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>*</td> <td>*</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>*</td> <td>*</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>77.9%</td> <td>67.5%</td> <td>67.9%</td> </tr> </table>	Attempted	46	58	74	Completed	40	70	56	Percentage	87.0%	82.9%	75.7%	<b>Pell City</b>				Attempted	NA	*	*	Completed	NA			Percentage	NA			<b>Clanton</b>				Attempted	NA	*	*	Completed	NA			Percentage	NA			<b>Average</b>	77.9%	67.5%	67.9%	<p>lecture examples and test questions in word problem format. A majority of online students only complete a portion of each student learning outcome, lowering the average percentage. Faculty will encourage online students to complete all portion of the exercises/problems relating to the outcome.</p>
Attempted	46	58	74																																																	
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<p><b>Plan submission date: October 2015</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																																	

## Course Student Learning Outcomes & Assessment Plan – BUS 242

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Know the three sections of the Statement of Cash Flows and items included in each section</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">14</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">7</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">50.0%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">51</td> <td style="text-align: center;">56</td> <td style="text-align: center;">47</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">37</td> <td style="text-align: center;">32</td> <td style="text-align: center;">36</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">72.5%</td> <td style="text-align: center;">57.1%</td> <td style="text-align: center;">76.6%</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">72.5%</td> <td style="text-align: center;">53.6%</td> <td style="text-align: center;">76.6%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	14	NA	Completed	NA	7	NA	Percentage	NA	50.0%	NA	<b>Shelby</b>				Attempted	51	56	47	Completed	37	32	36	Percentage	72.5%	57.1%	76.6%	<b>Average</b>	72.5%	53.6%	76.6%	<p>Students successfully completed the outcome during the fall and summer terms. During the spring term, students seemed ill-prepared for the rigors of the course. Faculty will re-evaluate the outcome, continue to monitor student success and make the necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	NA	14	NA																																									
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<b>Average</b>	72.5%	53.6%	76.6%																																									
<p>Know basic managerial accounting terminology and perform basic managerial calculations</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct calculation, concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">14</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">9</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">64.3%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">50</td> <td style="text-align: center;">56</td> <td style="text-align: center;">47</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">38</td> <td style="text-align: center;">32</td> <td style="text-align: center;">35</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">74.5%</td> <td style="text-align: center;">57.1%</td> <td style="text-align: center;">74.5%</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">74.5%</td> <td style="text-align: center;">60.7%</td> <td style="text-align: center;">74.5%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	14	NA	Completed	NA	9	NA	Percentage	NA	64.3%	NA	<b>Shelby</b>				Attempted	50	56	47	Completed	38	32	35	Percentage	74.5%	57.1%	74.5%	<b>Average</b>	74.5%	60.7%	74.5%	<p>Students met outcome criteria for success during the fall and summer terms. During the spring term, students seemed ill-prepared for the rigors of the course. Faculty will re-evaluate the outcome, continue to monitor student success and make the necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	NA	14	NA																																									
Completed	NA	9	NA																																									
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<p><b>Plan submission date: October 2015</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 248

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Students will be able to classify costs and determine cost behavior	Exercises/Problems	70% of students will successfully classify costs and determine cost behavior	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">12</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">10</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">83.3%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">83.3%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	12	NA	NA	Completed	10	NA	NA	Percentage	83.3%	NA	NA	<b>Shelby</b>				Attempted	NA	NA	5	Completed	NA	NA	5	Percentage	NA	NA	100%	<b>Average</b>	83.3%	NA	100%	The course is offered twice per year – Jefferson in the fall and Shelby in the summer. Students successfully completed the exercises/problems measuring the intended outcome. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	12	NA	NA																																									
Completed	10	NA	NA																																									
Percentage	83.3%	NA	NA																																									
<b>Shelby</b>																																												
Attempted	NA	NA	5																																									
Completed	NA	NA	5																																									
Percentage	NA	NA	100%																																									
<b>Average</b>	83.3%	NA	100%																																									
Students will be able to make business decisions using cost behavior	Exercises/Problems	70% of students will successfully make business decisions using cost behavior	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">12</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">9</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">75.0%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">75.0%</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	12	NA	NA	Completed	9	NA	NA	Percentage	75.0%	NA	NA	<b>Shelby</b>				Attempted	NA	NA	5	Completed	NA	NA	5	Percentage	NA	NA	100%	<b>Average</b>	75.0%	NA	100%	The course is offered twice per year – Jefferson in the fall and Shelby in the summer. Students effectively completed exercises/problems using cost behavior to make business decisions. Faculty will continue to monitor outcome results and make any necessary adjustment.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	12	NA	NA																																									
Completed	9	NA	NA																																									
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<b>Plan submission date: October 2015</b>			<b>Submitted by: Barrett Cummings</b>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 263

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																								
<p>Students will demonstrate an understanding of the government’s constitutional authority to regulate American businesses</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>NA</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>7</td> <td>NA</td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>53.8%</td> <td>NA</td> <td>73.3%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>32</td> <td>33</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>30</td> <td>30</td> <td>15</td> </tr> <tr> <td>Percentage</td> <td>93.4%</td> <td>90.9%</td> <td>88.2%</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>73.6%</td> <td>90.9%</td> <td>80.8%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	13	NA	15	Completed	7	NA	11	Percentage	53.8%	NA	73.3%	<b>Shelby</b>				Attempted	32	33	17	Completed	30	30	15	Percentage	93.4%	90.9%	88.2%	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	73.6%	90.9%	80.8%	<p>Students demonstrated an understanding of the intended outcome. Faculty will continue to track student success using outcome results and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																																									
<b>Jefferson</b>																																																												
Attempted	13	NA	15																																																									
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Percentage	NA	NA	NA																																																									
<b>Average</b>	73.6%	90.9%	80.8%																																																									
<p>Students will demonstrate an understanding of the many differences between tort actions and criminal actions</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>NA</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>8</td> <td>NA</td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>61.5%</td> <td>NA</td> <td>73.3%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>32</td> <td>33</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>29</td> <td>30</td> <td>15</td> </tr> <tr> <td>Percentage</td> <td>90.1%</td> <td>90.9%</td> <td>88.2</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>75.8%</td> <td>90.9%</td> <td>80.8%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	13	NA	15	Completed	8	NA	11	Percentage	61.5%	NA	73.3%	<b>Shelby</b>				Attempted	32	33	17	Completed	29	30	15	Percentage	90.1%	90.9%	88.2	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	75.8%	90.9%	80.8%	<p>Students exceeded the criteria for success. Faculty will continue to monitor student success.</p>
	Fall	Spring	Summer																																																									
<b>Jefferson</b>																																																												
Attempted	13	NA	15																																																									
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Attempted	NA	NA	NA																																																									
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Percentage	NA	NA	NA																																																									
<b>Average</b>	75.8%	90.9%	80.8%																																																									

<p>Students will demonstrate an understanding of the basics of employment and employment discrimination laws</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>NA</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>10</td> <td>NA</td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>76.9%</td> <td>NA</td> <td>73.3%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>32</td> <td>33</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>30</td> <td>32</td> <td>16</td> </tr> <tr> <td>Percentage</td> <td>93.4%</td> <td>97.0%</td> <td>94.1%</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>85.2%</td> <td>97.0%</td> <td>83.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	13	NA	15	Completed	10	NA	11	Percentage	76.9%	NA	73.3%	<b>Shelby</b>				Attempted	32	33	17	Completed	30	32	16	Percentage	93.4%	97.0%	94.1%	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	85.2%	97.0%	83.7%	<p>Criteria for success was met. Students proved an understanding of employment and discrimination laws. Faculty will continue to monitor student success.</p>
	Fall	Spring	Summer																																																									
<b>Jefferson</b>																																																												
Attempted	13	NA	15																																																									
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Percentage	NA	NA	NA																																																									
<b>Average</b>	85.2%	97.0%	83.7%																																																									
<p>Students will demonstrate an understanding of basic contract law: creation, breach and remedies</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>NA</td> <td>15</td> </tr> <tr> <td>Completed</td> <td>8</td> <td>NA</td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>61.5%</td> <td>NA</td> <td>73.3%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>32</td> <td>33</td> <td>17</td> </tr> <tr> <td>Completed</td> <td>28</td> <td>32</td> <td>16</td> </tr> <tr> <td>Percentage</td> <td>87.5%</td> <td>97.0%</td> <td>94.1%</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>74.5%</td> <td>97.0%</td> <td>83.7%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	13	NA	15	Completed	8	NA	11	Percentage	61.5%	NA	73.3%	<b>Shelby</b>				Attempted	32	33	17	Completed	28	32	16	Percentage	87.5%	97.0%	94.1%	<b>Clanton</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Average</b>	74.5%	97.0%	83.7%	<p>Students successfully completed the outcome. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>
	Fall	Spring	Summer																																																									
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<p><b>Plan submission date: October 2015</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 271

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Students will be able to create a frequency distribution from raw, ungrouped data	Problem	70% of students will successfully create a frequency distribution from raw, ungrouped data	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>21</td> <td>11</td> <td>22</td> </tr> <tr> <td>Completed</td> <td>19</td> <td>9</td> <td>17</td> </tr> <tr> <td>Percentage</td> <td>90.5%</td> <td>81.8%</td> <td>77.3%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>21</td> <td>14</td> </tr> <tr> <td>Completed</td> <td>13</td> <td>12</td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>76.5%</td> <td>57.1%</td> <td>78.6%</td> </tr> <tr> <td><b>Average</b></td> <td>83.5%</td> <td>69.5%</td> <td>78.0%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	21	11	22	Completed	19	9	17	Percentage	90.5%	81.8%	77.3%	<b>Shelby</b>				Attempted	17	21	14	Completed	13	12	11	Percentage	76.5%	57.1%	78.6%	<b>Average</b>	83.5%	69.5%	78.0%	Students exceeded the criteria for success in fall and summer terms. During the spring term, students at the Shelby Campus seemed ill-prepared, lowering the average percentage. Faculty will continue to monitor student learning, making adjustments as needed.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	21	11	22																																									
Completed	19	9	17																																									
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<b>Average</b>	83.5%	69.5%	78.0%																																									
Students will be able to demonstrate an understanding of the normal distribution, being able to calculate a correct answer by both the formula and normal-curve table	Problem	70% of students will successfully demonstrate an understanding of the normal distribution, obtaining a correct answer using both the formula and normal-curve table	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>21</td> <td>11</td> <td>22</td> </tr> <tr> <td>Completed</td> <td>20</td> <td>8</td> <td>21</td> </tr> <tr> <td>Percentage</td> <td>95.2%</td> <td>72.7%</td> <td>95.5%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>17</td> <td>21</td> <td>14</td> </tr> <tr> <td>Completed</td> <td>13</td> <td>12</td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>76.5%</td> <td>57.1%</td> <td>78.6%</td> </tr> <tr> <td><b>Average</b></td> <td>85.9%</td> <td>64.9%</td> <td>87.1%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	21	11	22	Completed	20	8	21	Percentage	95.2%	72.7%	95.5%	<b>Shelby</b>				Attempted	17	21	14	Completed	13	12	11	Percentage	76.5%	57.1%	78.6%	<b>Average</b>	85.9%	64.9%	87.1%	Students successfully completed the outcome during fall and summer terms. During the spring term, students seemed to lack the skill set needed to successfully complete the outcome. Faculty will continue to monitor student success.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
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<b>Plan submission date: October 2015</b>			<b>Submitted by: Barrett Cummings</b>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 272

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
Students will be able to develop hypotheses and distinguish between when to make the alternative directional or non-directional	Problem	70% of students will successfully develop hypotheses and distinguish between when to make the alternative directional or non-directional	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>18</td> <td>21</td> <td>22</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>18</td> <td>22</td> </tr> <tr> <td>Percentage</td> <td>77.8%</td> <td>85.7%</td> <td>100%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>15</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>13</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>86.7%</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>77.8%</td> <td>86.2%</td> <td>100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	18	21	22	Completed	14	18	22	Percentage	77.8%	85.7%	100%	<b>Shelby</b>				Attempted	NA	15	NA	Completed	NA	13	NA	Percentage	NA	86.7%	NA	<b>Average</b>	77.8%	86.2%	100%	The criteria for success for the intended outcome was met. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning based on the results of outcome data.
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	18	21	22																																									
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Completed	NA	13	NA																																									
Percentage	NA	86.7%	NA																																									
<b>Average</b>	77.8%	86.2%	100%																																									
Students will be able to compute a problem by using the chi-square formula and table	Problem	70% of students will successfully compute problem by using the chi-square formula and table	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>18</td> <td>21</td> <td>22</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>17</td> <td>20</td> </tr> <tr> <td>Percentage</td> <td>77.8%</td> <td>81.0%</td> <td>90.9%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>15</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>13</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>86.7%</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>77.8%</td> <td>83.9%</td> <td>100%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	18	21	22	Completed	14	17	20	Percentage	77.8%	81.0%	90.9%	<b>Shelby</b>				Attempted	NA	15	NA	Completed	NA	13	NA	Percentage	NA	86.7%	NA	<b>Average</b>	77.8%	83.9%	100%	Students exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments.
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<b>Plan submission date: October 2015</b>			<b>Submitted by: Barrett Cummings</b>																																									

## Course Student Learning Outcomes & Assessment Plan – BUS 275

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Demonstrate a knowledge and understanding of the diverse managerial styles and methodologies used in decision making in management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>13</td> <td>NA</td> <td>27</td> </tr> <tr> <td>Completed</td> <td>11</td> <td>NA</td> <td>23</td> </tr> <tr> <td>Percentage</td> <td>84.6%</td> <td>NA</td> <td>85.2%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>28</td> <td>29</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>25</td> <td>23</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>89.3%</td> <td>79.3%</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>87.0%</td> <td>79.3%</td> <td>85.2%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	13	NA	27	Completed	11	NA	23	Percentage	84.6%	NA	85.2%	<b>Shelby</b>				Attempted	28	29	NA	Completed	25	23	NA	Percentage	89.3%	79.3%	NA	<b>Average</b>	87.0%	79.3%	85.2%	<p>Requirement for success was met. Students demonstrated knowledge of and understanding of management styles and methodologies. Faculty will continue to monitor student success and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	13	NA	27																																									
Completed	11	NA	23																																									
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Completed	25	23	NA																																									
Percentage	89.3%	79.3%	NA																																									
<b>Average</b>	87.0%	79.3%	85.2%																																									
<p>Demonstrate a knowledge and understanding of the fundamentals of management utilizing the application of management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>14</td> <td>NA</td> <td>27</td> </tr> <tr> <td>Completed</td> <td>14</td> <td>NA</td> <td>24</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>88.9%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>28</td> <td>29</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>23</td> <td>20</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>82.1%</td> <td>69.0%</td> <td>NA</td> </tr> <tr> <td><b>Average</b></td> <td>91.1%</td> <td>69.0%</td> <td>88.9%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	14	NA	27	Completed	14	NA	24	Percentage	100%	NA	88.9%	<b>Shelby</b>				Attempted	28	29	NA	Completed	23	20	NA	Percentage	82.1%	69.0%	NA	<b>Average</b>	91.1%	69.0%	88.9%	<p>Criterion for success for the intended outcome was met during fall and summer terms; requirement for success was not met during spring term. Data collected shows students exceeded the criteria for success during fall and summer terms. During the spring term, students were not prepared for the course, lowering the average percentage. Faculty will continue to monitor student progress.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
Attempted	14	NA	27																																									
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<p><b>Plan submission date: October 2015</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									





## Course Student Learning Outcomes & Assessment Plan – BUS 285

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Develop a working knowledge of the terminology of marketing to prepare students for advanced study in the field of marketing</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>20</td> <td>20</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>18</td> <td>16</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>90.0%</td> <td>80.0%</td> </tr> <tr> <td><b>Average</b></td> <td>NA</td> <td>90.0%</td> <td>80.0%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Shelby</b>				Attempted	NA	20	20	Completed	NA	18	16	Percentage	NA	90.0%	80.0%	<b>Average</b>	NA	90.0%	80.0%	<p>Students demonstrated knowledge of marketing terminology, achieving outcome success. Faculty will continue to monitor outcome results and make any necessary adjustments.</p>
	Fall	Spring	Summer																																									
<b>Jefferson</b>																																												
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<p>Develop an understanding of marketing communication, media strategy and message strategy</p>	<p>Discussion Question</p>	<p>70% of students will identify and describe the four bases of segmenting consumer markets</p>	<table border="1"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>21</td> <td>20</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>17</td> <td>15</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>81.0%</td> <td>75.0%</td> </tr> <tr> <td><b>Average</b></td> <td>NA</td> <td>81.0%</td> <td>75.0%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	NA	NA	Completed	NA	NA	NA	Percentage	NA	NA	NA	<b>Shelby</b>				Attempted	NA	21	20	Completed	NA	17	15	Percentage	NA	81.0%	75.0%	<b>Average</b>	NA	81.0%	75.0%	<p>Students successfully completed the outcome by identifying and describing the four bases of segmenting consumer markets. Faculty will continue to monitor student progress.</p>
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## Course Student Learning Outcomes & Assessment Plan – ECO 231

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																																								
<p>Students will recognize both market demand and market supply curves and demonstrate an understanding of how surpluses and shortages develop</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">80</td> <td style="text-align: center;">54</td> <td style="text-align: center;">43</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">68</td> <td style="text-align: center;">48</td> <td style="text-align: center;">39</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">85.0%</td> <td style="text-align: center;">88.9%</td> <td style="text-align: center;">86.8%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">106</td> <td style="text-align: center;">118</td> <td style="text-align: center;">106</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">96</td> <td style="text-align: center;">75</td> <td style="text-align: center;">92</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">87.7%</td> <td style="text-align: center;">63.6%</td> <td style="text-align: center;">90.7%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">25</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">23</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">92.0%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">9</td> <td style="text-align: center;">13</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">44.4%</td> <td style="text-align: center;">30.8%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">72.4%</td> <td style="text-align: center;">68.8%</td> <td style="text-align: center;">88.8%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	80	54	43	Completed	68	48	39	Percentage	85.0%	88.9%	86.8%	<b>Shelby</b>				Attempted	106	118	106	Completed	96	75	92	Percentage	87.7%	63.6%	90.7%	<b>Pell City</b>				Attempted	NA	25	NA	Completed	NA	23	NA	Percentage	NA	92.0%	NA	<b>Clanton</b>				Attempted	9	13	NA	Completed	4	4	NA	Percentage	44.4%	30.8%	NA	<b>Average</b>	72.4%	68.8%	88.8%	<p>The benchmark for the course outcome exceeded the criteria for success. Faculty will continue to monitor outcome results.</p>
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<p>Students will demonstrate a basic knowledge of the aggregate demand and aggregate supply curves by recognizing how they are used to graphically illustrate both recession and inflation</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">73</td> <td style="text-align: center;">55</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">49</td> <td style="text-align: center;">24</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">67.1%</td> <td style="text-align: center;">43.6%</td> <td style="text-align: center;">50.0%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">106</td> <td style="text-align: center;">118</td> <td style="text-align: center;">106</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">91</td> <td style="text-align: center;">86</td> <td style="text-align: center;">90</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">85.8%</td> <td style="text-align: center;">72.9%</td> <td style="text-align: center;">84.9%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">25</td> <td style="text-align: center;">NA</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	73	55	40	Completed	49	24	20	Percentage	67.1%	43.6%	50.0%	<b>Shelby</b>				Attempted	106	118	106	Completed	91	86	90	Percentage	85.8%	72.9%	84.9%	<b>Pell City</b>				Attempted	NA	25	NA	<p>Requirement for success was not met. The outcome combines multiple complex economic concepts which students have a difficult time grasping. Due to the complexity of this outcome, faculty will re-evaluate the outcome and the results from prior years. The outcome was re-developed</p>																												
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Students will identify how fiscal policy and monetary policy are used to move the country toward economic stability	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1"> <thead> <tr><th></th><th>Fall</th><th>Spring</th><th>Summer</th></tr> </thead> <tbody> <tr><td><b>Jefferson</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>74</td><td>53</td><td>40</td></tr> <tr><td>Completed</td><td>62</td><td>36</td><td>32</td></tr> <tr><td>Percentage</td><td>83.8%</td><td>67.9%</td><td>80.0%</td></tr> <tr><td><b>Shelby</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>106</td><td>118</td><td>106</td></tr> <tr><td>Completed</td><td>76</td><td>76</td><td>89</td></tr> <tr><td>Percentage</td><td>71.7%</td><td>64.4%</td><td>84.0%</td></tr> <tr><td><b>Pell City</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>NA</td><td>25</td><td>NA</td></tr> <tr><td>Completed</td><td>NA</td><td>13</td><td>NA</td></tr> <tr><td>Percentage</td><td>NA</td><td>52.0%</td><td>NA</td></tr> <tr><td><b>Clanton</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>9</td><td>13</td><td>NA</td></tr> <tr><td>Completed</td><td>4</td><td>4</td><td>NA</td></tr> <tr><td>Percentage</td><td>44.4%</td><td>30.8%</td><td>NA</td></tr> <tr><td><b>Average</b></td><td>66.6%</td><td>53.8%</td><td>82.0%</td></tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	74	53	40	Completed	62	36	32	Percentage	83.8%	67.9%	80.0%	<b>Shelby</b>				Attempted	106	118	106	Completed	76	76	89	Percentage	71.7%	64.4%	84.0%	<b>Pell City</b>				Attempted	NA	25	NA	Completed	NA	13	NA	Percentage	NA	52.0%	NA	<b>Clanton</b>				Attempted	9	13	NA	Completed	4	4	NA	Percentage	44.4%	30.8%	NA	<b>Average</b>	66.6%	53.8%	82.0%	Students at Jefferson and Shelby successfully demonstrated an understanding of fiscal and monetary policies, meeting the criteria for success. Faculty at these campuses will continue to monitor student success and address any deficiencies. The deficiency at Clanton and Pell City is being addressed with the instructor. Instructors at Clanton and Pell City had the incorrect student learning outcomes. Results for Clanton and Pell City will be continually monitored.
	Fall	Spring	Summer																																																																									
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## Course Student Learning Outcomes & Assessment Plan – ECO 232

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																																																								
<p>Students will identify the four market models within the free-market capitalism type of economic system and the distinguishing characteristics of each</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">47</td> <td style="text-align: center;">67</td> <td style="text-align: center;">80</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">42</td> <td style="text-align: center;">57</td> <td style="text-align: center;">74</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">89.4%</td> <td style="text-align: center;">85.1%</td> <td style="text-align: center;">92.5%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">43</td> <td style="text-align: center;">76</td> <td style="text-align: center;">41</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">38</td> <td style="text-align: center;">70</td> <td style="text-align: center;">38</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">88.4%</td> <td style="text-align: center;">92.1%</td> <td style="text-align: center;">92.7%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">7</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">5</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">71.4%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Clanton</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">4</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">4</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">NA</td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">88.9%</td> <td style="text-align: center;">87.15%</td> <td style="text-align: center;">92.6%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	47	67	80	Completed	42	57	74	Percentage	89.4%	85.1%	92.5%	<b>Shelby</b>				Attempted	43	76	41	Completed	38	70	38	Percentage	88.4%	92.1%	92.7%	<b>Pell City</b>				Attempted	NA	7	NA	Completed	NA	5	NA	Percentage	NA	71.4%	NA	<b>Clanton</b>				Attempted	NA	4	NA	Completed	NA	4	NA	Percentage	NA	100%	NA	<b>Average</b>	88.9%	87.15%	92.6%	<p>Students successfully completed the outcome. Faculty will continue to monitor student success and make the necessary adjustments to improve student learning.</p>
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<p>Students will demonstrate a basic knowledge and understanding of demand and supply elasticity and their determinants with special regards to price, income and cross elasticities</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">57</td> <td style="text-align: center;">69</td> <td style="text-align: center;">80</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">43</td> <td style="text-align: center;">51</td> <td style="text-align: center;">67</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">75.4%</td> <td style="text-align: center;">73.9%</td> <td style="text-align: center;">83.8%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">43</td> <td style="text-align: center;">76</td> <td style="text-align: center;">41</td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">37</td> <td style="text-align: center;">54</td> <td style="text-align: center;">27</td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">86.0%</td> <td style="text-align: center;">71.1%</td> <td style="text-align: center;">65.9%</td> </tr> <tr> <td><b>Pell City</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">7</td> <td style="text-align: center;">NA</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	57	69	80	Completed	43	51	67	Percentage	75.4%	73.9%	83.8%	<b>Shelby</b>				Attempted	43	76	41	Completed	37	54	27	Percentage	86.0%	71.1%	65.9%	<b>Pell City</b>				Attempted	NA	7	NA	<p>Requirement for success was met at Jefferson, Shelby and Pell City. Students successfully demonstrated knowledge of supply and demand at Jefferson, Shelby and Pell City. Faculty at these campuses will continue to monitor student success, make the necessary</p>																												
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Percentage	NA	85.7%	NA																																																																									
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Students will demonstrate a basic knowledge of the types of costs incurred by the firm	Embedded Exam Questions	70% of students will choose the correct concept or terminology	<table border="1"> <thead> <tr><th></th><th>Fall</th><th>Spring</th><th>Summer</th></tr> </thead> <tbody> <tr><td><b>Jefferson</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>55</td><td>69</td><td>80</td></tr> <tr><td>Completed</td><td>41</td><td>61</td><td>72</td></tr> <tr><td>Percentage</td><td>74.5%</td><td>88.4%</td><td>90.0%</td></tr> <tr><td><b>Shelby</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>43</td><td>76</td><td>41</td></tr> <tr><td>Completed</td><td>35</td><td>69</td><td>32</td></tr> <tr><td>Percentage</td><td>81.4%</td><td>90.8%</td><td>78.0%</td></tr> <tr><td><b>Pell City</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>NA</td><td>7</td><td>NA</td></tr> <tr><td>Completed</td><td>NA</td><td>7</td><td>NA</td></tr> <tr><td>Percentage</td><td>NA</td><td>100%</td><td>NA</td></tr> <tr><td><b>Clanton</b></td><td></td><td></td><td></td></tr> <tr><td>Attempted</td><td>NA</td><td>4</td><td>NA</td></tr> <tr><td>Completed</td><td>NA</td><td>3</td><td>NA</td></tr> <tr><td>Percentage</td><td>NA</td><td>75.0%</td><td>NA</td></tr> <tr><td><b>Average</b></td><td>78.0%</td><td>88.6%</td><td>84.0%</td></tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	55	69	80	Completed	41	61	72	Percentage	74.5%	88.4%	90.0%	<b>Shelby</b>				Attempted	43	76	41	Completed	35	69	32	Percentage	81.4%	90.8%	78.0%	<b>Pell City</b>				Attempted	NA	7	NA	Completed	NA	7	NA	Percentage	NA	100%	NA	<b>Clanton</b>				Attempted	NA	4	NA	Completed	NA	3	NA	Percentage	NA	75.0%	NA	<b>Average</b>	78.0%	88.6%	84.0%	Students exceeded the criteria for success. Faculty will continue to monitor outcome results and make any necessary adjustments.
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Plan submission date: October 2015			Submitted by: Barrett Cummings																																																																									

## Course Student Learning Outcomes & Assessment Plan – MST 111

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Define management and describe in detail the five functions of management</p>	<p>Essay and/or Research Paper</p>	<p>70% of students will identify the five functions every manager must perform and briefly explain each</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">19</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">18</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">94.7%</td> <td style="text-align: center;">100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">94.7%</td> <td style="text-align: center;">100%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	10		Completed	NA	10		Percentage	NA	100%		<b>Shelby</b>				Attempted	19	9		Completed	18	9		Percentage	94.7%	100%		<b>Average</b>	94.7%	100%		<p>The benchmark for the course outcome exceeded the criteria for success. Faculty will continue to monitor outcome results.</p>
	Fall	Spring	Summer*																																									
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<p>Identify the four basic purposes of meetings, differentiate between the leader-controlled approach and the group-centered approach used in meetings and describe the actions that a supervisor can take before, during and after the meeting to make it effective</p>	<p>Essay and/or Research Paper</p>	<p>70% of students will name the four basic purposes of meetings, identifying the purpose requiring the most skill, differentiate between the leader-controlled approach and group-centered approach and describe the actions that a supervisor can take before, during and after a meeting to make it effective</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fall</th> <th style="text-align: center;">Spring</th> <th style="text-align: center;">Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">100%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td style="text-align: center;">18</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Completed</td> <td style="text-align: center;">16</td> <td style="text-align: center;">9</td> <td></td> </tr> <tr> <td>Percentage</td> <td style="text-align: center;">88.9%</td> <td style="text-align: center;">100%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td style="text-align: center;">88.9%</td> <td style="text-align: center;">100%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	10		Completed	NA	10		Percentage	NA	100%		<b>Shelby</b>				Attempted	18	9		Completed	16	9		Percentage	88.9%	100%		<b>Average</b>	88.9%	100%		<p>The results for the intended outcome were adequate. Faculty will continue to track student success using outcome results and make any necessary adjustments to improve student learning.</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
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<p>Demonstrate an thorough understanding of skills unique to supervisors as opposed to other levels of management</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" data-bbox="1031 131 1541 505"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>10</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>9</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>90.0%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>18</td> <td>9</td> <td></td> </tr> <tr> <td>Completed</td> <td>15</td> <td>8</td> <td></td> </tr> <tr> <td>Percentage</td> <td>83.3%</td> <td>88.9%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>83.3%</td> <td>89.5%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	10		Completed	NA	9		Percentage	NA	90.0%		<b>Shelby</b>				Attempted	18	9		Completed	15	8		Percentage	83.3%	88.9%		<b>Average</b>	83.3%	89.5%		<p>The criteria for success was met. Students successfully answered questions related to the intended outcome. Faculty will continue to respond to the results of outcome data and make any necessary adjustments to address deficiencies and improve student learning.</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
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<p>Demonstrate a thorough understanding of motivation and communication theories involved in supervisory management</p>	<p>Essay and/or Research Paper</p>	<p>70% of students will explain how “noise” impedes accurate communication, explain barriers to communication and describe how miscommunication can be avoided</p>	<table border="1" data-bbox="1031 682 1541 1055"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer*</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>10</td> <td></td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>10</td> <td></td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td></td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>18</td> <td>9</td> <td></td> </tr> <tr> <td>Completed</td> <td>15</td> <td>8</td> <td></td> </tr> <tr> <td>Percentage</td> <td>83.3%</td> <td>88.9%</td> <td></td> </tr> <tr> <td><b>Average</b></td> <td>83.3%</td> <td>94.5%</td> <td></td> </tr> </tbody> </table> <p>* Course is not offered during the summer term</p>		Fall	Spring	Summer*	<b>Jefferson</b>				Attempted	NA	10		Completed	NA	10		Percentage	NA	100%		<b>Shelby</b>				Attempted	18	9		Completed	15	8		Percentage	83.3%	88.9%		<b>Average</b>	83.3%	94.5%		<p>Students exceeded the criteria for success; outcome met. Students successfully completed an essay or research paper demonstrating a thorough understanding of communication theories. Faculty will continue to monitor student progress.</p>
	Fall	Spring	Summer*																																									
<b>Jefferson</b>																																												
Attempted	NA	10																																										
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<p><b>Plan submission date: October 2015</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									



## Course Student Learning Outcomes & Assessment Plan – MST 201

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Demonstrate an understanding of employee selection procedures</p>	<p>Group Project</p>	<p>70% of students will gain experience with concepts related to job analysis, job descriptions and job qualifications</p>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring*</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>8</td> <td></td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>8</td> <td></td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td></td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td></td> <td>11</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td>10</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td>90.9%</td> </tr> <tr> <td><b>Average</b></td> <td>100%</td> <td></td> <td>90.9%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	<b>Jefferson</b>				Attempted	8		NA	Completed	8		NA	Percentage	100%		NA	<b>Shelby</b>				Attempted	NA		11	Completed	NA		10	Percentage	NA		90.9%	<b>Average</b>	100%		90.9%	<p>Students successfully demonstrated knowledge of employee selection procedures, exceeding the criteria for success. Faculty will continue to monitor student success.</p>
	Fall	Spring*	Summer																																									
<b>Jefferson</b>																																												
Attempted	8		NA																																									
Completed	8		NA																																									
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<p>Demonstrate an understanding of applicable laws that affect human resource managers</p>	<p>Embedded Exam Questions</p>	<p>70% of students will choose the correct concept or terminology</p>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring*</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>8</td> <td></td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>8</td> <td></td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td></td> <td>NA</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td></td> <td>11</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td></td> <td>11</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td></td> <td>100%</td> </tr> <tr> <td><b>Average</b></td> <td>100%</td> <td></td> <td>100%</td> </tr> </tbody> </table> <p>* Course not offered during the spring term</p>		Fall	Spring*	Summer	<b>Jefferson</b>				Attempted	8		NA	Completed	8		NA	Percentage	100%		NA	<b>Shelby</b>				Attempted	NA		11	Completed	NA		11	Percentage	NA		100%	<b>Average</b>	100%		100%	<p>Students successfully chose the correct answer to questions related to the intended outcome. Faculty will continue to monitor student success, make the necessary adjustments to improve student learning and address deficiencies.</p>
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<p><b>Plan submission date: October 2015</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									

## Course Student Learning Outcomes & Assessment Plan – MST 215

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results																																								
<p>Demonstrate knowledge of entrepreneurship principles</p>	<p>Group Project and/or Discussion Question</p>	<p>70% of students will create a business and determine if exclusive legal right to the business name exist, determine a business concept, describe entrepreneurial opportunity and identify and describe the business' competitive advantage</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>27</td> <td>18</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>27</td> <td>15</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td>83.3%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>25</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>25</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>100%</td> <td>100%</td> <td>83.3%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	27	18	Completed	NA	27	15	Percentage	NA	100%	83.3%	<b>Shelby</b>				Attempted	25	NA	NA	Completed	25	NA	NA	Percentage	100%	NA	NA	Average	100%	100%	83.3%	<p>Students exceeded the criteria for success. Faculty will continue to monitor student progress. The class is taught by part-time faculty at Shelby. The program assistant needs to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data.</p>
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<p>Demonstrate knowledge of the preparation of a business plan</p>	<p>Project</p>	<p>70% of students will correctly develop a mission statement, marketing plan, SWOT analysis and financial plan</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td><b>Jefferson</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>NA</td> <td>26</td> <td>18</td> </tr> <tr> <td>Completed</td> <td>NA</td> <td>26</td> <td>18</td> </tr> <tr> <td>Percentage</td> <td>NA</td> <td>100%</td> <td>83.3%</td> </tr> <tr> <td><b>Shelby</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attempted</td> <td>25</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Completed</td> <td>25</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Percentage</td> <td>100%</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Average</td> <td>100%</td> <td>100%</td> <td>83.3%</td> </tr> </tbody> </table>		Fall	Spring	Summer	<b>Jefferson</b>				Attempted	NA	26	18	Completed	NA	26	18	Percentage	NA	100%	83.3%	<b>Shelby</b>				Attempted	25	NA	NA	Completed	25	NA	NA	Percentage	100%	NA	NA	Average	100%	100%	83.3%	<p>Students successfully completed the outcome. Faculty will continue to monitor student success. The class is taught by part-time faculty at Shelby. The program assistant needs to be more diligent in ensuring part-time instructors are collecting needed data and reporting the results of the data.</p>
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<p><b>Plan submission date: October 2015</b></p>			<p><b>Submitted by: Barrett Cummings</b></p>																																									

## Instructional Program Outcomes & Assessment Plan—Banking and Finance Option

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
<p>Demonstrate an understanding of the regulatory and legal environment of the American banking and finance system</p>	<p>Embedded questions in homework assignments and exams.</p>	<p>70 % of students demonstrate an adequate understanding of the financial regulatory environment.</p>	<p>BFN 100: 2 of 10 (20%) successful                      BFN 101: 6 of 8 (75%) successful                      BFN 102: 14 of 14 (100%) successful                      BFN 205: 10 of 12 (83%) successful                      BFN 280: 10 of 11 (91%) successful</p>	<p>The assessment instrument used in BFN 100 is a fairly complex calculation. It's possible that students do not have adequate math skills to be successful. Possible options for change: add a Business Math course to program (BUS 150) or change the assessment question so that it does not require the complex calculation. Otherwise, current instructional methods appear to be adequate. No other changes to be made at this time.</p>
<p>Demonstrate an understanding of the rights and liabilities of creditors, debtors, and consumers connected with financial service organizations</p>	<p>Embedded questions in homework assignments and exams.</p>	<p>70% of students will successfully demonstrate an adequate ability to analyze banking problems.</p>	<p>BFN 101: 6 of 8 (75%) successful                      BFN 102: 6 of 7 (75%) successful                      BFN 280: 10 of 11 (91%) successful</p>	<p>Requirement for success was met. Current instructional methods appear to be adequate. No changes to be made at this time.</p>
<p><b>Submission date: October 9, 2015</b></p>			<p><b>Submitted by: Jesse Bryson</b></p>	