

STANDARD 2

		11.12 Budget	11.12 Expenses
1 01 2040	Business	576,575.00	561,926.11
1 01 2150	Paralegal	118,620.00	112,259.60
1 01 3005	Visual Communications Arts	163,062.50	127,508.56
1 01 3010	Arts	111,695.50	98,877.68
1 01 3050	Music	456,013.50	525,961.02
1 01 3060	Theatre Arts	85,136.75	75,758.68
1 01 4020	Physical Education	518,152.60	452,380.92
1 01 5105	Computer Science	330,159.00	378,826.69
1 01 6030	English	1,076,260.00	1,041,801.17
1 01 6070	Mathematics	856,124.50	785,506.00
1 01 7030	Biology	836,622.87	778,816.88
1 01 7040	Chemistry	114,216.00	99,309.17
1 01 7090	Physical Science	125,187.00	112,551.08
1 01 7520	Criminal Justice	194,631.00	189,401.09
1 01 7550	History	470,103.00	483,228.07
1 01 7580	Humanities	143,371.00	89,930.80
1 01 7680	Psychology	377,899.80	294,350.60
		6,553,830.02	6,208,394.12

2011-2012
 BUS % of Acad Budget 8.8% BUS % of Acad Exp 8.6%

		12.13 Budget	12.13 Expenses
1100-2201	Business	576,895.00	541,309.30
1100-2203	Paralegal	118,686.00	109,040.62
1100-2301	Visual Communications Arts	163,158.50	64,398.42
1100-2302	Arts	103,172.50	100,128.88
1100-2303	Music	461,940.50	425,085.53
1100-2304	Theatre Arts	86,870.63	69,147.21
1100-2352	Physical Education	518,437.60	445,586.54
1100-4102	Computer Science	334,439.00	414,547.70
1100-1201	English	1,148,896.00	883,336.07
1100-1202	Mathematics	851,615.00	738,730.80
1100-1301	Biology	852,189.76	762,916.78
1100-1302	Chemistry	118,388.00	99,638.80
1100-1303	Physical Science	125,262.00	105,497.40
1100-1401	Criminal Justice	289,287.00	182,835.08
1100-1402	History	473,969.25	343,871.17
1100-1403	Humanities	65,669.00	154,890.03
1100-1404	Psychology	425,895.00	310,611.69
		6,714,770.74	5,751,572.02

2012-2013
 BUS % Budget 8.59% BUS% Expenses 8.06%

		13.14 Budget	13.14 Expenses
1100-2201	Business	590,943.00	575,815.93
1100-2203	Paralegal	120,048.00	114,348.14
1100-2301	Visual Communications Arts	165,115.50	67,152.05
1100-2302	Arts	104,089.50	97,395.39
1100-2303	Music	547,397.00	352,960.36
1100-2304	Theatre Arts	87,679.63	87,501.41
1100-2352	Physical Education	405,391.10	397,516.18
1100-4102	Computer Science	428,586.00	436,931.17
1100-1201	English	948,819.00	846,976.02
1100-1202	Mathematics	868,283.00	795,299.47
1100-1301	Biology	876,396.92	807,731.43
1100-1302	Chemistry	119,542.00	99,053.74
1100-1303	Physical Science	126,777.00	104,007.06
1100-1401	Criminal Justice	197,037.00	193,788.91
1100-1402	History	394,206.50	370,300.00
1100-1403	Humanities	155,543.00	175,124.12
1100-1404	Psychology	426,569.00	326,510.00
		6,562,423.15	5,848,411.38

2013-2014
 BUS % Budget 9.0% BUS% Expenses 8.8%

Business Budget & Expenditures 2011-2014

Academic Year	BUS % of Academic Budget	BUS % of Academic Expenses
2011-2012	8.80%	8.57%
2012-2013	8.59%	8.06%
2013-2014	9.00%	8.77%

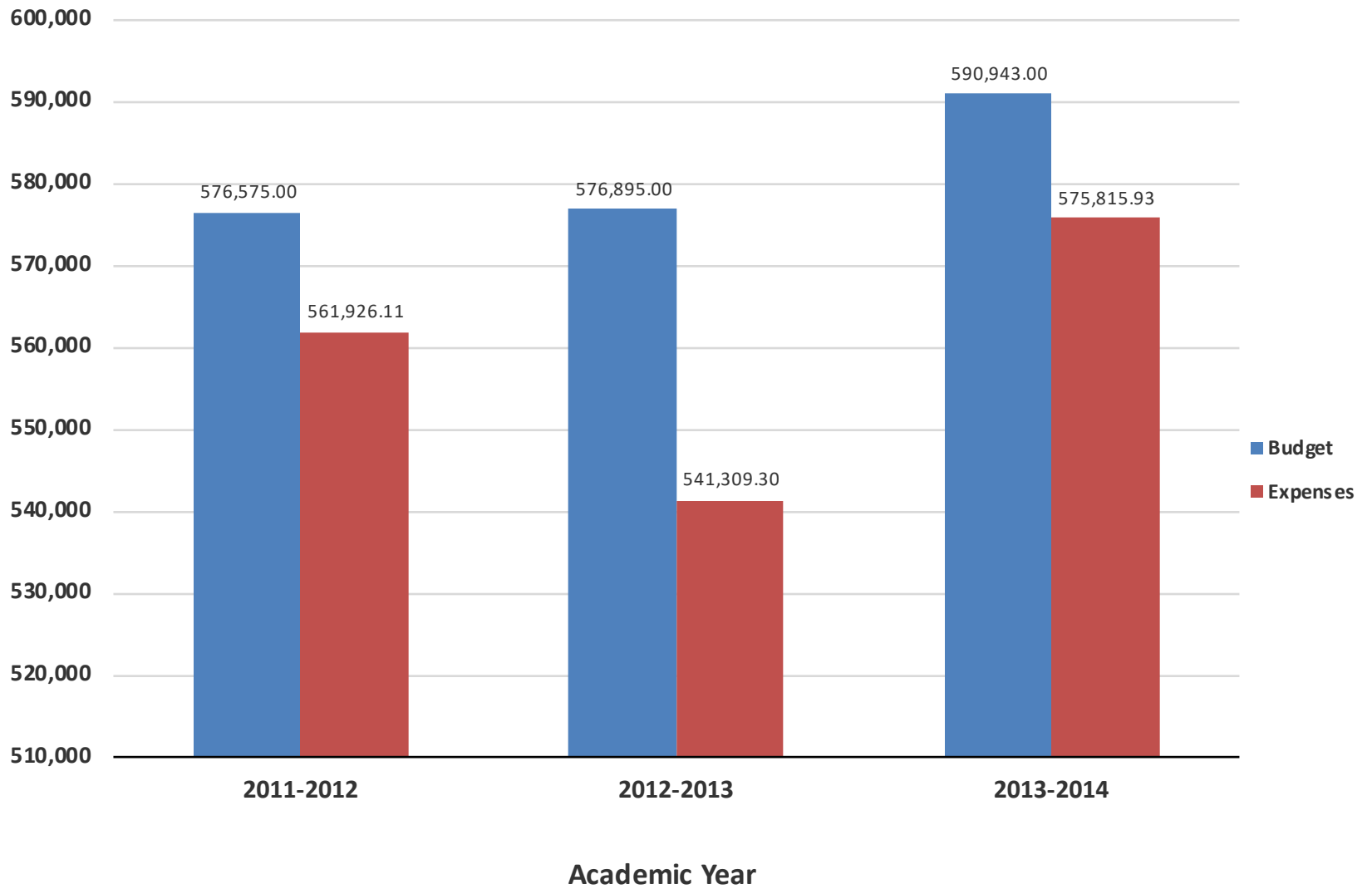
Academic Year	Budget	Expenses
2011-2012	576,575.00	561,926.11
2012-2013	576,895.00	541,309.30
2013-2014	590,943.00	575,815.93
	1,744,413.00	1,679,051.34
Budget Increase for Period	2.43%	2.41%

F2011 BUS Hours	2087	
SP2012 BUS	2181	4268
F2011 OAD Hours	885	
SP2012 OAD	1029	1914
F2012 BUS	1988	
SP2013 BUS	2043	4031
F2012 OAD	684	
SP2013 OAD	834	1518
F2013 BUS	2097	
SP2014 BUS	1914	4011
F2013 OAD	555	
SP2014 OAD	657	1212

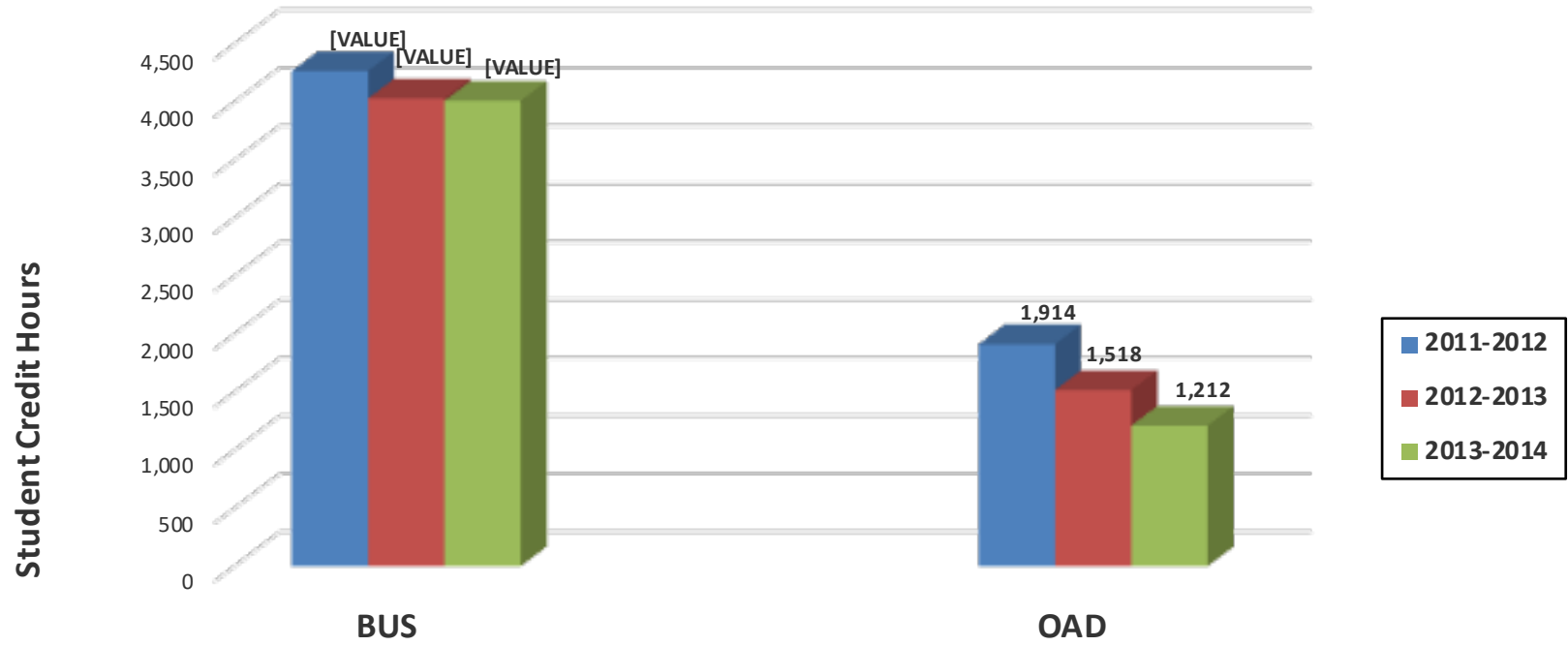
	2011-2012	2012-2013	2013-2014
BUS	4,268	4,031	4,011
OAD	1,914	1,518	1,212
BUS and OAD		-11%	-6%
BUS		-5.9%	-0.5%
OAD		-26.1%	-25.2%

Total Student Credit Hours	121,566	112,357	110,005
Percentage of BUS to Total	5.1%	4.9%	4.9%

Business Budget & Expenditures 2011-2014



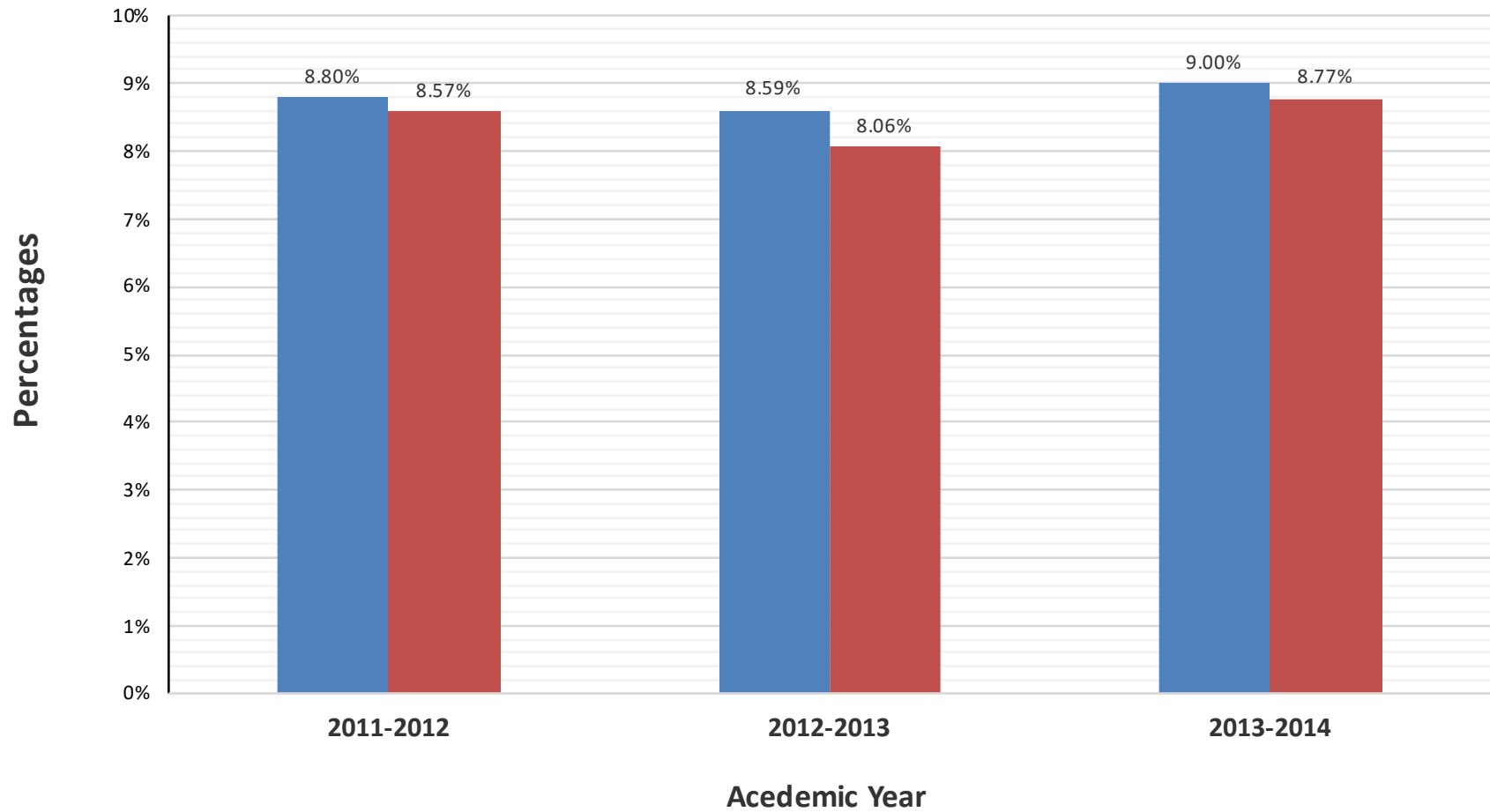
Business Student Credit Hours



Business Percentage of Academic Budget and Expenditures 2011-2014

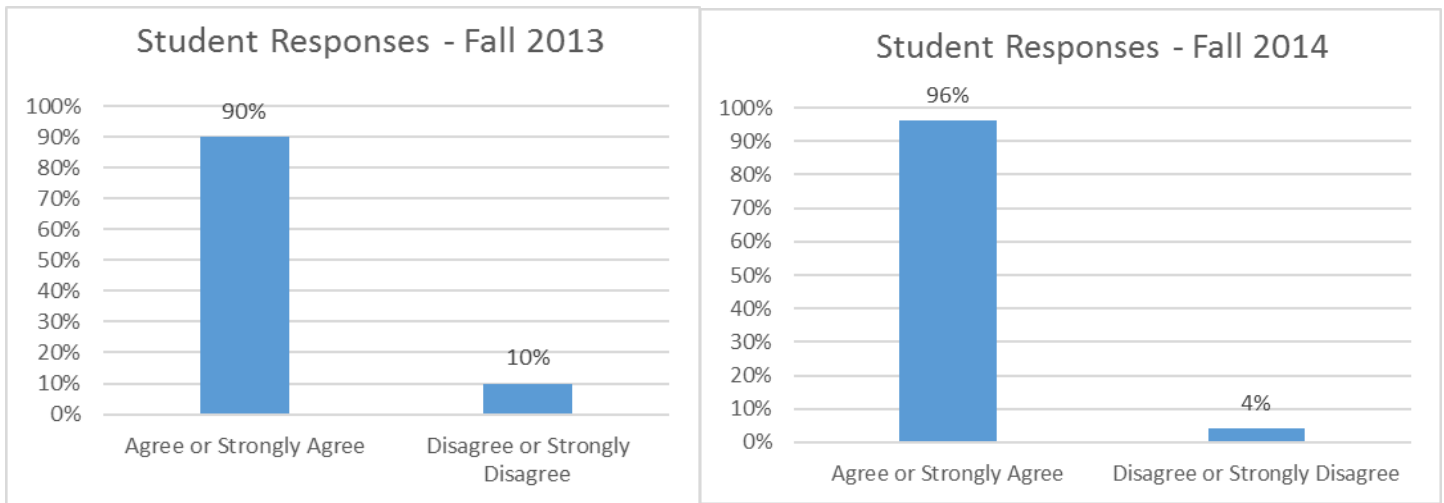
■ BUS % of Academic Budget

■ BUS % of Academic Expenditures

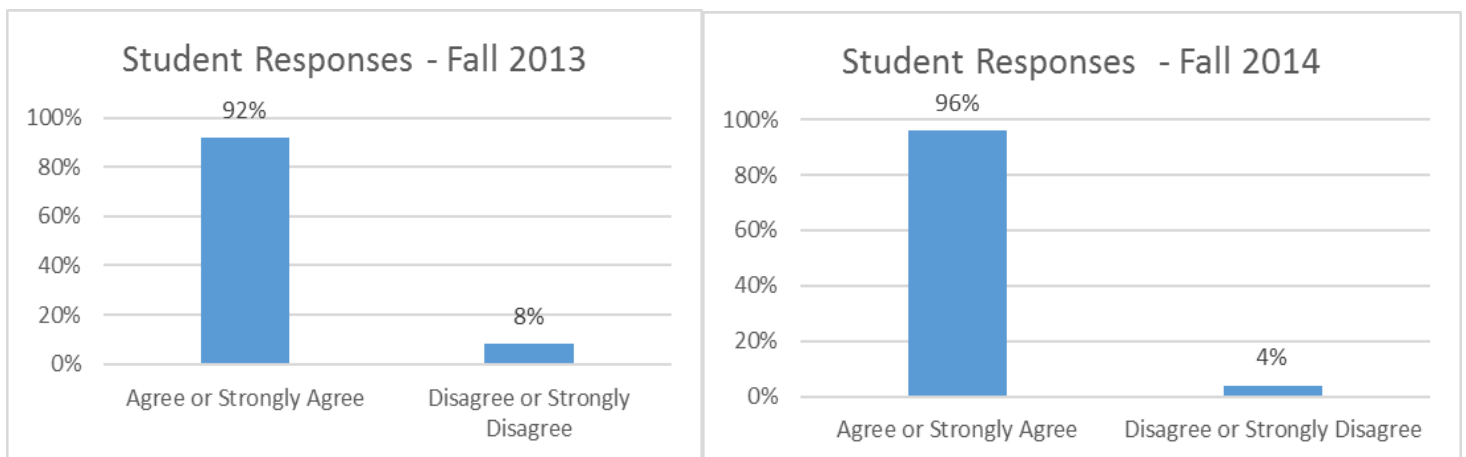


STANDARD 3: STUDENT, STAKEHOLDER, AND MARKET FOCUS

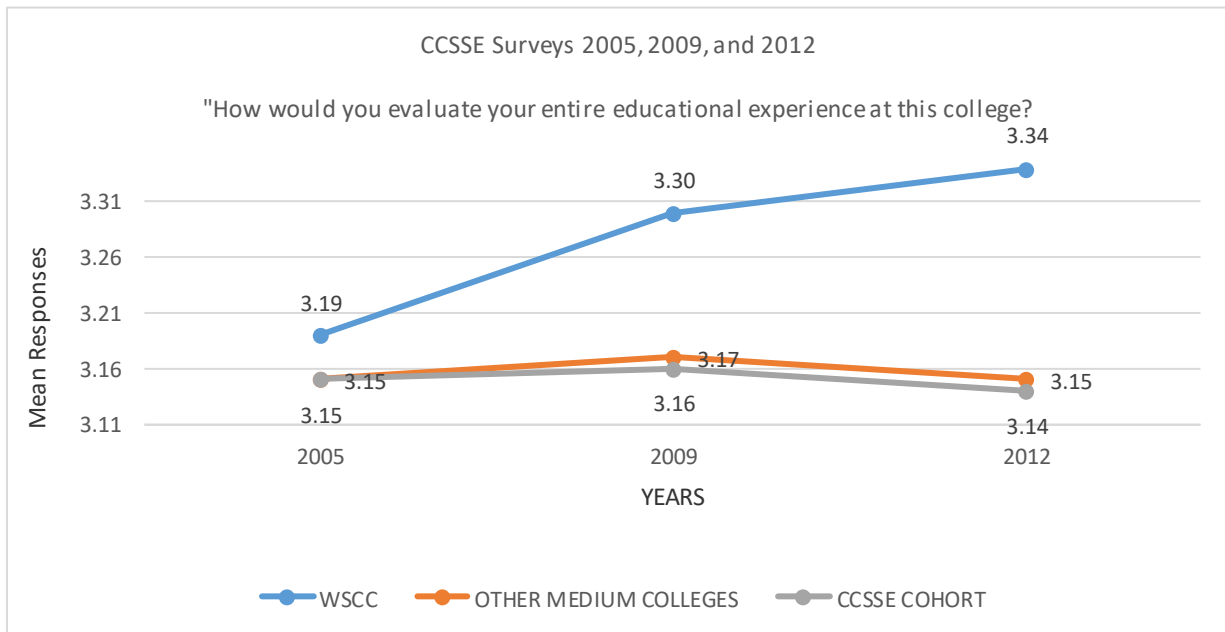
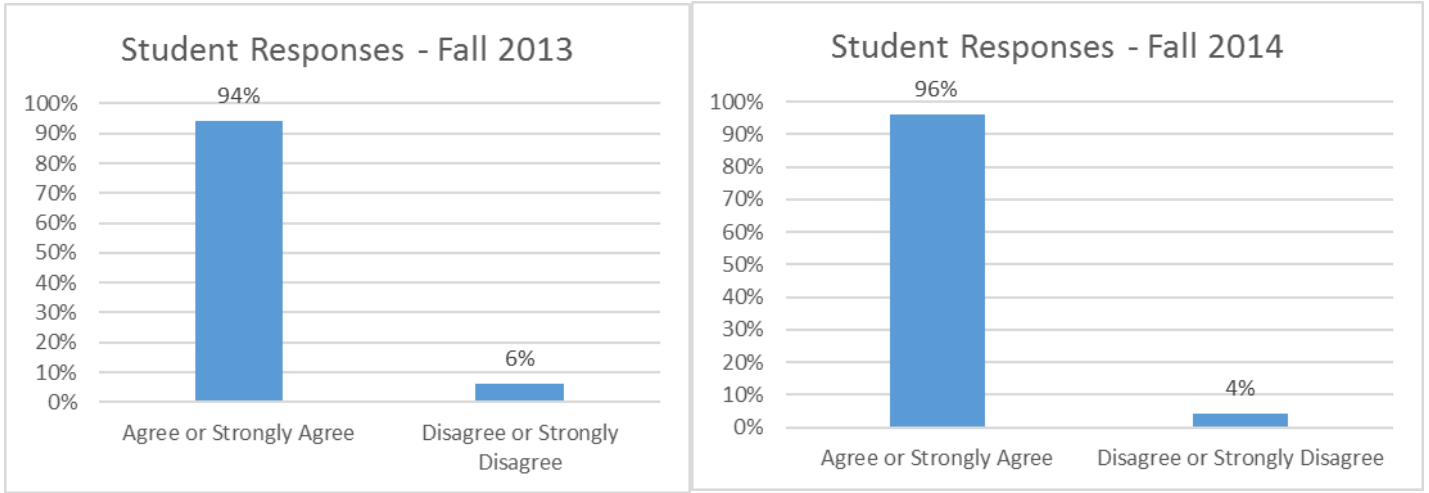
Course Evaluations "The instructor used class time effectively?"

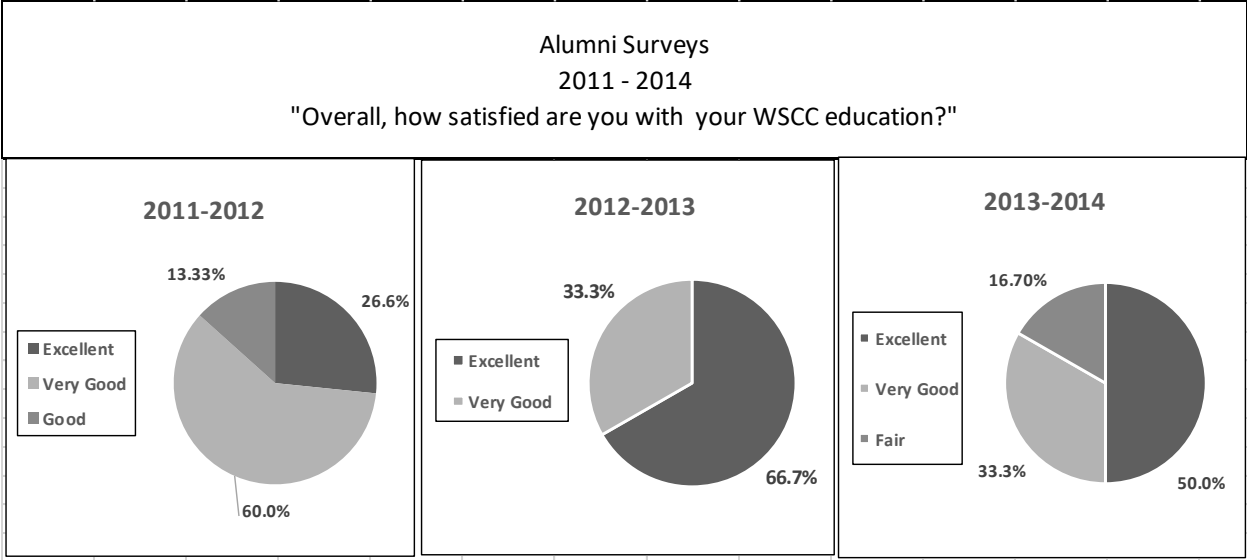


Course Evaluations "The use of classroom technologies enhanced my learning?"



"The instructor encouraged critical thinking?"





Advisory Committee Survey

Question	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1. The Bus. Dept. faculty at WSCC are caring professionals committed to “learning that transforms lives and communities.”	80%	20%	0%	0%	0%
2. The WSCC Bus. Dept. faculty members are highly –qualified instructors.	80%	20%	0%	0%	0%
3. My company has an excellent working relationship with the WSCC faculty.	80%	0%	20%	0%	0%
4. Through the years, the quality of training of WSCC Business students has improved.	40%	20%	40%	0%	0%
5. I believe the overall quality of the WSCC Bus. Dept. programs to be excellent.	60%	40%	0%	0%	0%

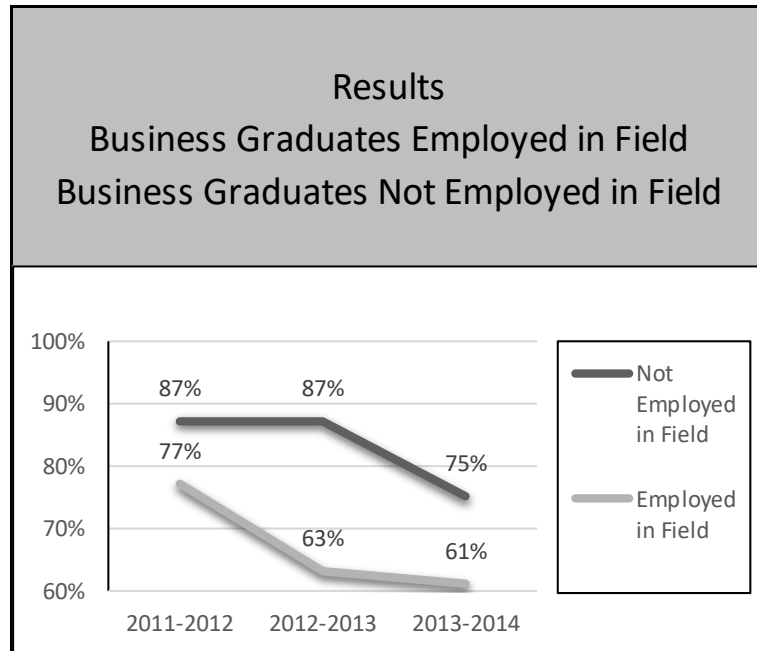
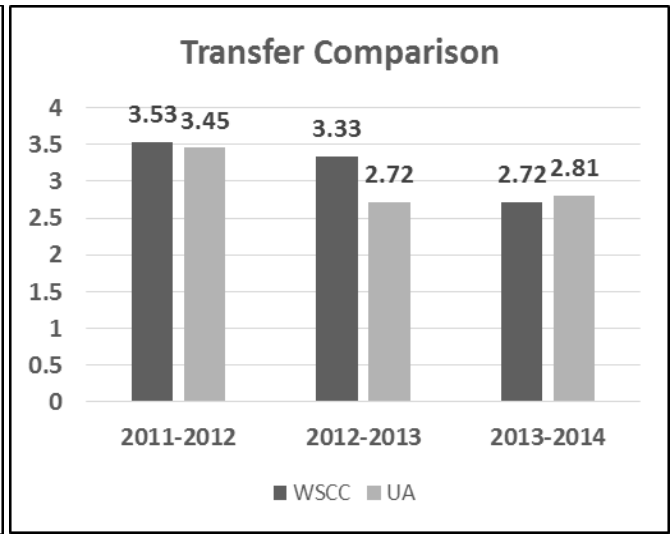
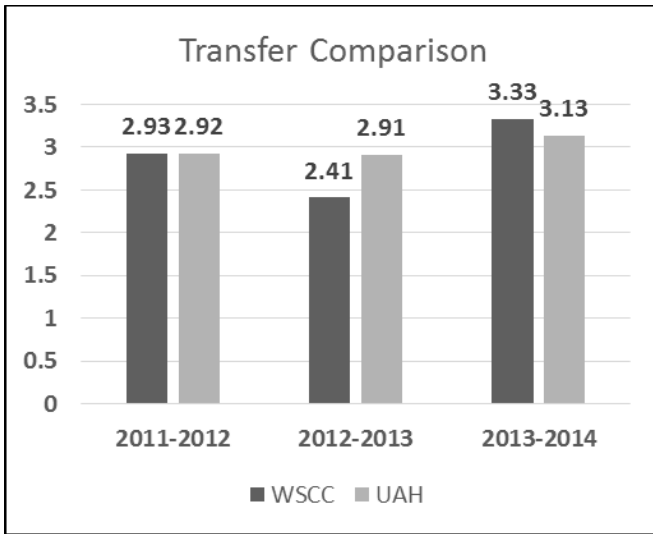


Table 1 - Student and Stakeholder Focused Results

Analysis of Results																	
Performance Measure	Description of Measurement Instrument	Current Results	Analysis of Results	Action Taken (Improvement)	Results WSCC Graduates & UAH Students												
Graduates who transfer to the local four-year university, UAH, will achieve a GPA at or above that of their native students.	Comparative analysis of grade point average between WSCC graduates and native university students.	The GPA of WSCC graduates is comparable to that of native UAH students in two years and is within acceptable parameters in the second year.	WSCC graduates are well prepared when transferring.	Collaborate with educators at other colleges to continue to receive data regarding success of transfer students multiple colleges and universities.	<p style="text-align: center;">Transfer Comparison</p> <table border="1"> <caption>Transfer Comparison Data</caption> <thead> <tr> <th>Year</th> <th>WSCC</th> <th>UAH</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>2.93</td> <td>2.92</td> </tr> <tr> <td>2012-2013</td> <td>2.41</td> <td>2.91</td> </tr> <tr> <td>2013-2014</td> <td>3.33</td> <td>3.13</td> </tr> </tbody> </table>	Year	WSCC	UAH	2011-2012	2.93	2.92	2012-2013	2.41	2.91	2013-2014	3.33	3.13
Year	WSCC	UAH															
2011-2012	2.93	2.92															
2012-2013	2.41	2.91															
2013-2014	3.33	3.13															

Analysis of Results																	
Performance Measure	Description of Measurement Instrument	Current Results	Analysis of Results	Action Taken (Improvement)	Results WSCC Graduates & UA Students												
Graduates who transfer to the local four-year university, UA, will achieve a GPA at or above that of their native students.	Comparative analysis of grade point average between WSCC graduates and native university students.	The GPA of WSCC graduates is comparable to that of native UA students in two years and is greater in the second year.	WSCC graduates are well prepared when transferring.	Collaborate with educators at other colleges to continue to receive data regarding success of transfer students multiple colleges and universities.	<p style="text-align: center;">Transfer Comparison</p> <table border="1"> <caption>Transfer Comparison Data</caption> <thead> <tr> <th>Year</th> <th>WSCC</th> <th>UA</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>3.53</td> <td>3.45</td> </tr> <tr> <td>2012-2013</td> <td>3.33</td> <td>2.72</td> </tr> <tr> <td>2013-2014</td> <td>2.72</td> <td>2.81</td> </tr> </tbody> </table>	Year	WSCC	UA	2011-2012	3.53	3.45	2012-2013	3.33	2.72	2013-2014	2.72	2.81
Year	WSCC	UA															
2011-2012	3.53	3.45															
2012-2013	3.33	2.72															
2013-2014	2.72	2.81															

Table 1 - Student and Stakeholder Focused Results

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		Analysis of Results											
Performance Measure	Description of Measurement Instrument	Current Results	Analysis of Results	Action Taken (Improvement)	Results								
Increase the number of Business Department graduates	Annual graduation totals for the Business Department majors	Graduation rates have decreased in proportion with a decrease in enrollment.	The overall trend is a decrease of Business Department graduates	A student data sheet will be distributed to all new students every semester.	<p>Total Business Graduates</p> <table border="1"> <caption>Total Business Graduates</caption> <thead> <tr> <th>Year</th> <th>Total Business Graduates</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>64</td> </tr> <tr> <td>2013</td> <td>56</td> </tr> <tr> <td>2014</td> <td>42</td> </tr> </tbody> </table>	Year	Total Business Graduates	2012	64	2013	56	2014	42
Year	Total Business Graduates												
2012	64												
2013	56												
2014	42												

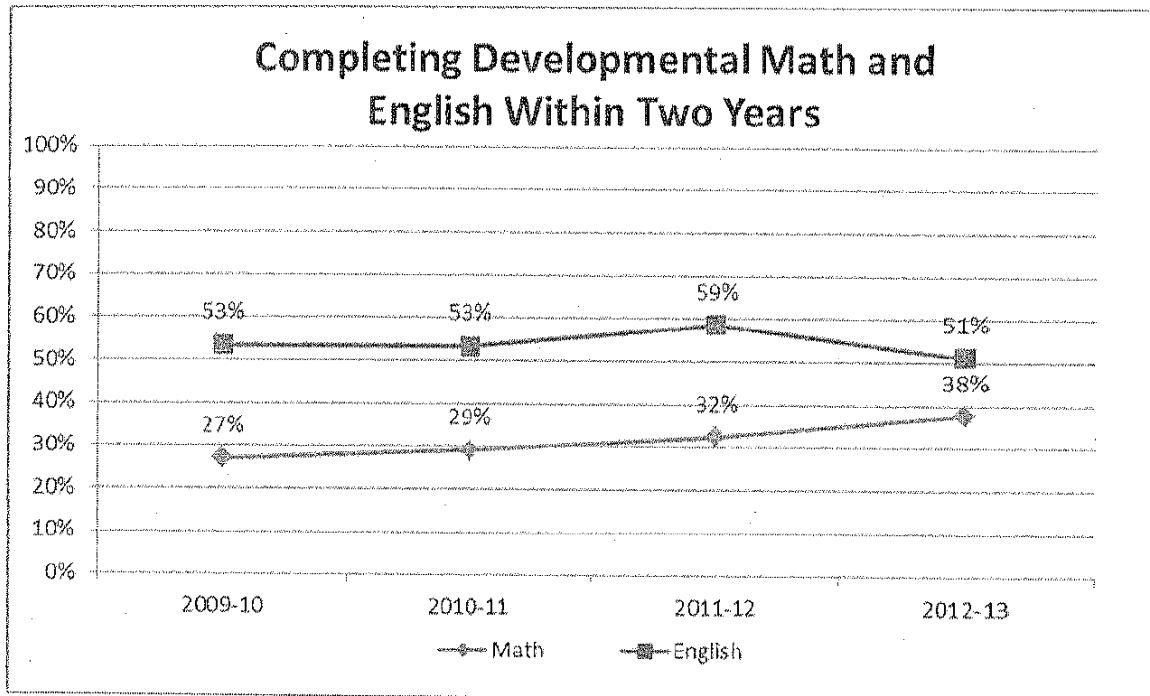
Table 1 – Student Stakeholder Focused Results

		Analysis															
Performance Measure	Description of Measurement Instrument	Current Results	Analysis of Results	Action Taken (Improvement)	Business Graduates Employed in Field Business Graduate Not Employed in Field												
Business Department Graduates will be employed at the rate of 70% within six month of graduation in field.	Annual graduate survey	Graduates are finding employment, but employment in field is below expected rate.	Graduates have been successful in obtaining employment outside of field.	WSCC will continue to have on-campus job fairs.	<table border="1"> <caption>Business Graduates Employment Data</caption> <thead> <tr> <th>Year</th> <th>Not Employed in Field (%)</th> <th>Employed in Field (%)</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>87%</td> <td>77%</td> </tr> <tr> <td>2012-2013</td> <td>87%</td> <td>63%</td> </tr> <tr> <td>2013-2014</td> <td>75%</td> <td>61%</td> </tr> </tbody> </table>	Year	Not Employed in Field (%)	Employed in Field (%)	2011-2012	87%	77%	2012-2013	87%	63%	2013-2014	75%	61%
Year	Not Employed in Field (%)	Employed in Field (%)															
2011-2012	87%	77%															
2012-2013	87%	63%															
2013-2014	75%	61%															

STANDARD 4: MEASUREMENT, ANALYSIS, AND KNOWLEDGE MANAGEMENT

**Comparison of Success Rates in
Conventional Sections and Alternative Delivery Sections
2013-2014**

Course	Retention Rate (%)	Completer Success (%)	GPA
BUS 241 – W	80.30	60.38	2.03
BUS 241 – H / C	89.25	71.08	2.4
OAD 101 – W	69.35	53.48	3.28
OAD 101 – H / C	61.11	90.90	2.63
ECO 231 – W	98.48	73.43	3.16
ECO 231 – H / C	94.65	78.65	3.31
BUS 100 – H / C	97.14	50.00	3.29
BUS 100 – W	83.33	80.00	3.56



Persistence: Term-to-Term and Year-to-Year

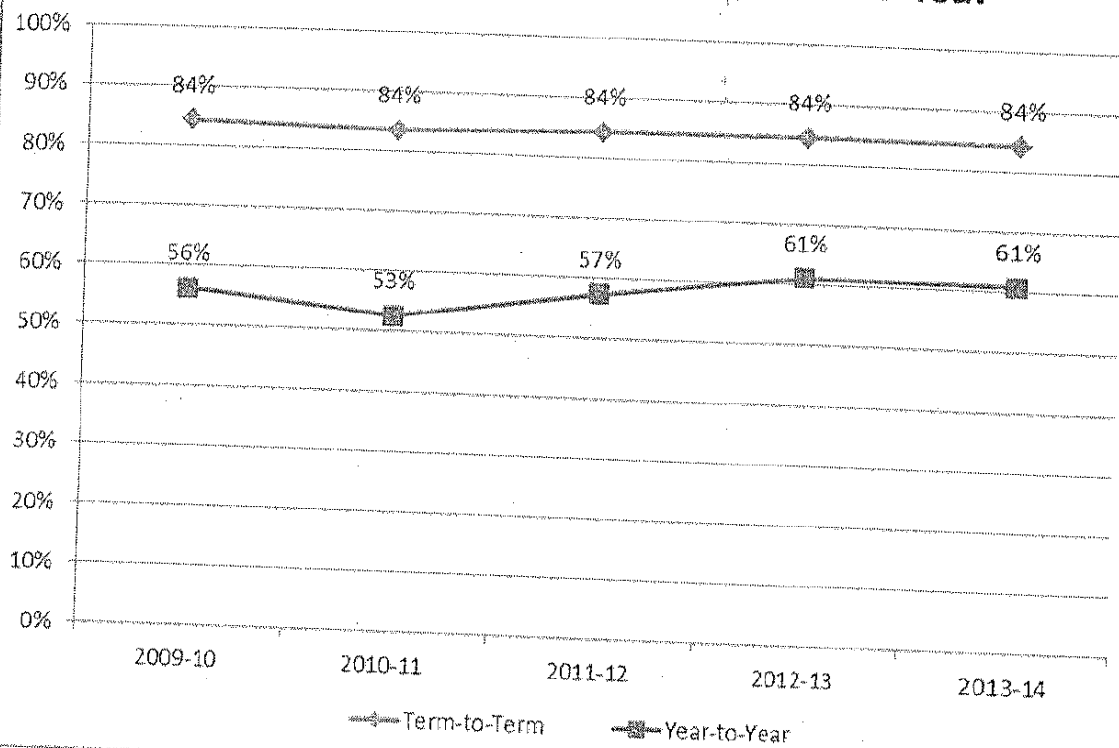


Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Management and Supervision													
BUS	Business Management												
Course:	BUS 296 Directed Studies I												
Program Outcomes:	Business Management 1, 2, 3, 5												
Students will demonstrate the requisite job-seeking for entry-level employment.	90% of students participating in departmental mock interviews conducted by Human Resource directors will achieve a passing score (defined as a minimum scores of 3/5 in each category) on interviewing scoring rubric (each summer semester)	100% of students who participated in mock interview earned 3 or higher on each category identified on the rubrics.	Employer participants agreed that students needed to be better prepared in answering self-knowledge-style questions.	To improve the students self-knowledge a 30 question reflective worksheet that ask specific questions on the student's strengths and abilities and examples of how these were demonstrated is required before the interview process. Faculty has expanded the requirement to encompass completing a job application upon arriving for the interview and writing a paragraph on a topic selected by the interviewer.	<p>BUS 296 Directed Studies I</p> <table border="1"> <caption>BUS 296 Directed Studies I - Resulting Trends</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>90%</td> </tr> <tr> <td>2012-2013</td> <td>100%</td> </tr> <tr> <td>2013-2014</td> <td>100%</td> </tr> </tbody> </table>	Year	Percentage	2011-2012	90%	2012-2013	100%	2013-2014	100%
Year	Percentage												
2011-2012	90%												
2012-2013	100%												
2013-2014	100%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Management and Supervision													
BUS	Business Management, Financial Management, Office Management, Entrepreneurship												
Course:	BUS 296 Directed Studies I/BUS 100 Introduction to Business												
Program Outcomes:	Business Management 1,3,5, Financial Management 1,3,5, Office Management 1,3,5, Entrepreneurship 1,3,5												
The student will demonstrate the integration of academic knowledge and practical applications in the business environment. (fall and summer semester)	100% of students enrolled in BUS 296 Directed Studies I and BUS 100 will participate in a minimum of three off-campus business-related professional development luncheons, seminar, or workshops and complete a minimum of 12 hours of community service.	100% of students enrolled in the two courses completed the assignments.	Students that complete the courses all participate in the two activities required. However, students that cannot make the off-campus activities or community service hours within the given time frame ask for additional time past the due dates or did not complete the courses.	To meet set deadlines and allow for students to earn credit for the assignments they do complete a grade distribution will be implemented instead of a complete or incomplete grade. Professional development activities will be provided on campus for BUS 100 students.	<p>BUS 296 Directed Studies I and BUS 100 Introduction to Business</p> <p>The bar chart displays the percentage of students who completed the assignments for three consecutive years: 2011-2012, 2012-2013, and 2013-2014. The y-axis represents the percentage from 0% to 100% in increments of 20%. Each bar reaches the 100% mark, indicating that all students enrolled in the courses completed the assignments.</p> <table border="1"> <caption>Chart Data: Completion Rates</caption> <thead> <tr> <th>Year</th> <th>Completion Rate</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>100%</td> </tr> <tr> <td>2012-2013</td> <td>100%</td> </tr> <tr> <td>2013-2014</td> <td>100%</td> </tr> </tbody> </table>	Year	Completion Rate	2011-2012	100%	2012-2013	100%	2013-2014	100%
Year	Completion Rate												
2011-2012	100%												
2012-2013	100%												
2013-2014	100%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Management and Supervision/Business Administration													
BUS/BA	Business Management, Supervision, Financial Management, Business Administration												
Course:	BUS 271 Statistics I												
Program Outcomes:	Business Management 1,2,4, Supervision 1,2,4, Financial Management 1,2,4, Business Administration 1,2,4												
The student will demonstrate mastery of basic statistical concepts as applied to economic business and contexts. (each semester)	80% of students will achieve a passing score (defined as 70% or higher) on the first attempt on a statistical problem set that addresses basic statistical concepts as applied to economic and business contexts	Students scores have dramatically increased by 40% since the assignment was revised to require students to complete the assignment first without the use of a software program.	90% of the students are passing the assignment on the first attempt taking raw data and using Excel and Megastats software to disseminate the information. The assignment has been expanded to allow students the opportunity to present their findings in a written form. This allows the student the opportunity to explain to their audience the results and how they would implement change or maintain the status quo based on their finds. This helps the student apply what they have solved for.	No other options to measure assignment is required at this time. No follow-up action was required.	<p style="text-align: center;">BUS 271 Statistics I</p> <table border="1"> <caption>BUS 271 Statistics I Performance Trends</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>56%</td> </tr> <tr> <td>2012-2013</td> <td>50%</td> </tr> <tr> <td>2013-2014</td> <td>90%</td> </tr> </tbody> </table>	Year	Percentage	2011-2012	56%	2012-2013	50%	2013-2014	90%
Year	Percentage												
2011-2012	56%												
2012-2013	50%												
2013-2014	90%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Management and Supervision/Business Administration													
BUS/BA	Business Management, Financial Management, Office Management, Entrepreneurship												
Course:	BUS 285												
Program Outcomes:	Business Management:1,2,3,4, Financial Management:1,2,3,4, Office Management:1,2,3,4, Entrepreneurship:1,2,3,4 Business Administration:1,2,3,4												
The student will demonstrate understanding of business as a dynamic process in a global enterprise, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. (BUS 285 spring semester)	70% of students will achieve a passing score (define as "Meets Expectation" or better) on the first attempt on a group project that incorporates one or more of the following dimension of the modern business construct: private enterprise, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation when measured against department rubric	Student outcomes is staying close to the passing score of "Meets Expectation" or better each AY.	While still meeting the benchmark of 70% the components of project has been modified to increase student success rates. Specific areas of the project were identified where students scored the lowest, finance and taxation. Students requested the project be completed individually and not in groups.	As a result of the analysis, instructor added deadlines for various sections of the project for students to complete prior to the complete submittal of the final assignment. Additional exercise outside of the project have been added to the course on finance and taxation. The project has been set up for individual completion.	<p>BUS 285 Principles of Marketing</p> <table border="1"> <caption>BUS 285 Principles of Marketing Success Rates</caption> <thead> <tr> <th>Year</th> <th>Success Rate (%)</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>76%</td> </tr> <tr> <td>2012-2013</td> <td>70%</td> </tr> <tr> <td>2013-2014</td> <td>73%</td> </tr> </tbody> </table>	Year	Success Rate (%)	2011-2012	76%	2012-2013	70%	2013-2014	73%
Year	Success Rate (%)												
2011-2012	76%												
2012-2013	70%												
2013-2014	73%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Management and Supervision													
BUS Program:	Business Management												
Course:	BUS 298 Directed Studies I												
Program Outcomes:	Business Management 1, 2, 3, 5												
The student will demonstrate the ability to work in a team setting to produce and present a project that reflects the application of core communication principles reflective of unique motivation styles used in planning, organizing, staffing, directions and controlling. (summer semester)	80% of students will achieve a passing score (defined as "Meets Expectations" or better) on the first attempt of "Management Style Analysis" assessment and present a group project in BUS 275 when measured against departmental rubric	There was a 20% drop in assessment success rate in 2013-2014, the students did not meet the 80% or higher benchmark on their first attempt in identifying 4 communications styles. Students were quick to identify their own their own style but did not grasp the importance of understanding different styles. Faculty also noted that students who complete the assignment but did not meet the benchmark were not able to coordinate with their groups the amount of time necessary to complete the assignment correctly.	In 2013 the course delivery was change to online format only. Online delivery did not allow for students to observe body language and personal space as thoroughly as if this course was taught in the classroom.	As a result of analysis, faculty moved this assignment to BUS 298, Directed Studies I course. This course meets on campus, allowing students a better opportunity to interface among themselves, improving the communication process.	<p>BUS 298 Directed Studies I</p> <table border="1"> <caption>BUS 298 Directed Studies I Success Rates</caption> <thead> <tr> <th>Year</th> <th>Success Rate</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>82%</td> </tr> <tr> <td>2012-2013</td> <td>80%</td> </tr> <tr> <td>2013-2014</td> <td>60%</td> </tr> </tbody> </table>	Year	Success Rate	2011-2012	82%	2012-2013	80%	2013-2014	60%
Year	Success Rate												
2011-2012	82%												
2012-2013	80%												
2013-2014	60%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Administration (AS) Degree													
BUS Programs	Business Administration												
Course:	BUS 241 - Principles of Accounting Principles I												
Program Outcomes:	Business Administration: 1, 2, & 4												
Accounting students will demonstrate mastery of basic accounting theory and practice in the accounting cycle at a 75% achievement level.	BUS 241 Students will complete a comprehensive problem exam containing the complete accounting cycle (journal entries to financial statements).	While student results have improved over the last two years the current 2013-2014 results were 65%.	The goal was not met in any of the three reporting years. However, there was a 14% increase in the 2013-2014 year. The self-study year, 2013-2014, showed 10% below goal.	Based on the results, accounting faculty reviewed student's course work in the homework management system and found that many students were not going through the teaching tutorials. Students will now be given a small number of points to encourage completion of the tutorials.	<p style="text-align: center;">BUS 241 Principles of Accounting I</p> <table border="1"> <caption>BUS 241 Principles of Accounting I - Student Achievement</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>45%</td> </tr> <tr> <td>2012-2013</td> <td>51%</td> </tr> <tr> <td>2013-2014</td> <td>65%</td> </tr> </tbody> </table>	Year	Percentage	2011-2012	45%	2012-2013	51%	2013-2014	65%
Year	Percentage												
2011-2012	45%												
2012-2013	51%												
2013-2014	65%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Management and Supervision													
BUS Programs	Business Management, Financial Management, Office Management, Entrepreneurship												
Course:	BUS 241 - Principles of Accounting Principles I												
Program Outcomes:	Business Management: 1, 2 & 4 Financial Management: 1, 2 & 4 Office Management: 1, 2 & 4 Entrepreneurship: 1, 2, & 4												
Accounting students will demonstrate mastery of basic accounting theory and practice in the accounting cycle at a 75% achievement level.	BUS 241 Students will complete a comprehensive problem exam containing the complete accounting cycle (journal entries to financial statements).	While student results have improved over the last two years the current 2013-2014 results were 65%.	The goal was not met in any of the three reporting years. However, there was a 14% increase in the 2013-2014 year. The self-study year, 2013-2014, showed 10% below goal.	Based on the results, accounting faculty reviewed student's course work in the homework management system and found that many students were not going through the teaching tutorials. accounting tutorials. Students will now be given a small number of points to encourage completion of the tutorials.	<p style="text-align: center;">BUS 241 Principles of Accounting I</p> <table border="1"> <caption>BUS 241 Principles of Accounting I - Student Achievement</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>45%</td> </tr> <tr> <td>2012-2013</td> <td>51%</td> </tr> <tr> <td>2013-2014</td> <td>65%</td> </tr> </tbody> </table>	Year	Percentage	2011-2012	45%	2012-2013	51%	2013-2014	65%
Year	Percentage												
2011-2012	45%												
2012-2013	51%												
2013-2014	65%												

Table 2 Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Administration/Business (BUS)													
BA/BUS Programs	Business Administration, Business Management, Financial Management, Office Management, Entrepreneurship												
Course:	ECO 231 Principles of Macroeconomics												
Program Outcomes:	Business Administration: 1, 2 & 3, Business Management: 1, 2 & 3, Financial Management: 1, 2 & 3, Office Management: 1, 2 & 3, Entrepreneurship: 1, 2 & 3												
The graduating student will understand and apply the economic perspective globally and reason accurately and objectively about economic matters; and promote a lasting student interest in economics and the economy.	<p>“Choose a Country” Blog Assignment consisting of thirteen blog postings on an individual students choice of country. No two students select the same country. Blogs are open for all students to read and comment on other student posts.</p>	<p>Students successfully pass with a 70 percent or higher completion.</p>	<p>Course student evaluations revealed students high level of interest in researching specific country economic information. Overall class average percentage revealed above satisfactory average in years 2011-2012 and 2012-2013. However, the 2013-2014 year revealed a drop below the expected 70 percent or higher completion.</p>	<p>Feedback from students revealed that a more active role requirement of Digital Video Story telling component would encourage a higher response rate. This component has been added.</p>	<p>ECO 231 Principles of Macroeconomics</p> <table border="1"> <caption>ECO 231 Principles of Macroeconomics Completion Data</caption> <thead> <tr> <th>Year</th> <th>Completion Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>75%</td> </tr> <tr> <td>2012-2013</td> <td>78%</td> </tr> <tr> <td>2013-2014</td> <td>67%</td> </tr> </tbody> </table>	Year	Completion Percentage	2011-2012	75%	2012-2013	78%	2013-2014	67%
Year	Completion Percentage												
2011-2012	75%												
2012-2013	78%												
2013-2014	67%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Education/Office Administration (OAD)													
BE/OAD Programs	Accounting, Medical Administrative Assistant, General Administrative Assistant												
Course:	OAD 244 Database Application - Microsoft Access												
Program Outcomes:	Accounting: 2 & 5 Medical Administrative Assistant: 2 & 5 General Administrative Assistant: 2 & 5												
The graduating student will demonstrate competency in the use of database software for general business applications in the modern office environment.	A Capstone Project that requires the creation and manipulation of one or more data files and the production of output in the form of properly formatted reports or documents when measured against rubric.	While the goal of 80% was met or surpassed in the first two reporting years, the level of achievement is only slightly below the desired goal. The goal of 80% is based on students receiving a score of 70 or above on the Capstone Project	The goal was met two of the reporting years. The self-study year, 2013-2014, showed 12% below goal.	Based on the results, tutorial software has been incorporated to allow students an opportunity to review concepts.	<p style="text-align: center;">OAD 244 Database Management Access</p> <table border="1"> <caption>OAD 244 Database Management Access</caption> <thead> <tr> <th>Reporting Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>83%</td> </tr> <tr> <td>2012-2013</td> <td>81%</td> </tr> <tr> <td>2013-2014</td> <td>68%</td> </tr> </tbody> </table>	Reporting Year	Percentage	2011-2012	83%	2012-2013	81%	2013-2014	68%
Reporting Year	Percentage												
2011-2012	83%												
2012-2013	81%												
2013-2014	68%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Education/Office Administration (OAD)													
BE/OAD Programs	Accounting, Administrative Assistant, Medical Administrative Assistant												
Course:	OAD 218 Office Procedures												
Program Outcomes:	Accounting: 1 & 5, Administrative Assistant, 1 & 5, Medical Administrative Assistant 1 & 5												
The graduating student will demonstrate mastery in job-seeking skills for entry-level employment.	80% of students will achieve a passing score (defined as 70%) on creating an e-portfolio designed as a tool for facilitating entry-level employment when measured against the rubric. *NOTE: Assignment changed from Locating Information in 2012-2013 year.	The first year e-portfolios was used (2012-2013), the level of achievement was 100% of the desired goal. The second year, (2013-2014) the goal of 80% of students passing with a score of 70% was also greatly surpassed.	In the 2011-2012 reporting year, the level of achievement was 14% above the desired goal. In the 2012-2013 reporting year when e-Portfolios were instated, the goal was a staggering 100%. In the 2013-2014 reporting year, the level of achievement dropped slightly to 94%, which is still 24% over the desired goal.	*NOTE: The assignment Locating Information was used in the 2011-2012 year. Due to current trends, the assignment was changed to e-Portfolios in 2012-2013 when all students met the goal. In the second year, 2013-2014, the goal was also greatly surpassed. Additional training in the e-Portfolio software, Weebly, was incorporated to guide students. Requirements within the e-Portfolio were changed allowing more student creativity. Tutorials were added to improve skills with MSO software.	<p style="text-align: center;">OAD 218 Office Procedures</p> <table border="1"> <caption>OAD 218 Office Procedures Achievement Data</caption> <thead> <tr> <th>Reporting Year</th> <th>Achievement Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012*</td> <td>84%</td> </tr> <tr> <td>2012-2013</td> <td>100%</td> </tr> <tr> <td>2013-2014</td> <td>94%</td> </tr> </tbody> </table>	Reporting Year	Achievement Percentage	2011-2012*	84%	2012-2013	100%	2013-2014	94%
Reporting Year	Achievement Percentage												
2011-2012*	84%												
2012-2013	100%												
2013-2014	94%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Education/Office Administration (OAD)													
BE/OAD Programs	Accounting, Administrative Assistant, Medical Administrative Assistant												
Course:	OAD 138 - Records & Information Mgt												
Program Outcomes:	Accounting: 1 & 5, Administrative Assistant, 1 & 5, Medical Administrative Assistant 1 & 5												
First-year students will demonstrate mastery of skills related to Records & Information Mgt w/ emphasis on basic filing procedures, methods, systems, supplies, equipment, and modern technology.	80% of students will achieve a passing score (defined as 70%) on a practice simulation that measures mastery of filing rules and procedures when measured against the rubric.	For reporting years 2011-2012 and 2013-2014 the level of achievement was below the desired goal of 80% of students scoring 70% or above on the practice simulation. In the 2012-2013 reporting year, the percentage was slightly over the goal.	In the 2011-2012 reporting year, the level of achievement was 16% below the desired goal. In the 2012-2013 reporting year, the goal was slightly surpassed by 3%. In the 2013-2014 reporting year, the level of achievement was 13% below the desired goal.	Based on the results, tutorial software, interactive games, and supplemental activities have been incorporated to allow students to review filing rules and procedures. In addition, more filing practice has been added in the form of assignments.	<p>OAD 138 Records & Information Management</p> <table border="1"> <caption>OAD 138 Records & Information Management</caption> <thead> <tr> <th>Reporting Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>64%</td> </tr> <tr> <td>2012-2013</td> <td>83%</td> </tr> <tr> <td>2013-2014</td> <td>67%</td> </tr> </tbody> </table>	Reporting Year	Percentage	2011-2012	64%	2012-2013	83%	2013-2014	67%
Reporting Year	Percentage												
2011-2012	64%												
2012-2013	83%												
2013-2014	67%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
Business Education/Office Administration (OAD)													
BE/OAD Programs	Accounting, Medical Administrative Assistant, General Administrative Assistant												
Course:	BUS 241 - Principles of Accounting Principles I												
Program Outcomes:	Accounting: 1, 2 & 4 Medical Administrative Assistant: 1, 2 & 4 General Administrative Assistant: 1, 2 & 4												
Accounting students will demonstrate mastery of basic accounting theory and practice in the accounting cycle at a 75% achievement level.	BUS 241 Students will complete a comprehensive problem exam containing the complete accounting cycle (journal entries to financial statements).	While student results have improved over the last two years the current 2013-2014 results were 65%.	The goal was not met in any of the three reporting years. However, there was a 14% increase in the 2013-2014 year. The self-study year, 2013-2014, showed 10% below goal.	Based on the results, accounting faculty reviewed student's course work in the homework management system and found that many students were not going through the teaching tutorials. accounting tutorials. Students will now be given a small number of points to encourage completion of the tutorials.	<p style="text-align: center;">BUS 241 Principles of Accounting I</p> <table border="1"> <caption>BUS 241 Principles of Accounting I Achievement Data</caption> <thead> <tr> <th>Year</th> <th>Achievement Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>45%</td> </tr> <tr> <td>2012-2013</td> <td>51%</td> </tr> <tr> <td>2013-2014</td> <td>65%</td> </tr> </tbody> </table>	Year	Achievement Percentage	2011-2012	45%	2012-2013	51%	2013-2014	65%
Year	Achievement Percentage												
2011-2012	45%												
2012-2013	51%												
2013-2014	65%												

Table 2 - Student Learning Results - BUS and OAD

Performance Measure	Measurement Description	Areas of Success	Analysis and Action Taken	Results of Action Taken	Current Results								
Business students will average 70% on the content of the Business Capstone Test.	Capstone Test	In 2012-2013 the rate was met.	Additional emphasis was added to areas of content where students were weakest.	The ratings show an increase from 2011-2012 to 2012-2013, with a slight decrease in 2013-2014.	<p style="text-align: center;">OAD Capstone Performance</p> <table border="1"> <caption>OAD Capstone Performance Data</caption> <thead> <tr> <th>Year</th> <th>Performance Rate</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>65%</td> </tr> <tr> <td>2012-2013</td> <td>71%</td> </tr> <tr> <td>2013-2014</td> <td>69%</td> </tr> </tbody> </table>	Year	Performance Rate	2011-2012	65%	2012-2013	71%	2013-2014	69%
Year	Performance Rate												
2011-2012	65%												
2012-2013	71%												
2013-2014	69%												

Analysis of Results													
Performance Measure	Measurement Description	Areas of Success	Analysis and Action Taken	Results of Action Taken	Current Results								
Business students will average 70% on the content of the Business Capstone Test.	Capstone Test	In years 2011-2012 and 2013-2014 the rate was met.	Additional emphasis was added to areas of content where students were weakest.	The scores exceeded the goal in 2011-2012, with a significant decrease in 2012-2013, but in 2013-2014, the performance rate improved to exceed the goal again.	<p style="text-align: center;">BUS Capstone Performance</p> <table border="1"> <caption>BUS Capstone Performance Data</caption> <thead> <tr> <th>Year</th> <th>Performance Rate</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>73%</td> </tr> <tr> <td>2012-2013</td> <td>64%</td> </tr> <tr> <td>2013-2014</td> <td>75%</td> </tr> </tbody> </table>	Year	Performance Rate	2011-2012	73%	2012-2013	64%	2013-2014	75%
Year	Performance Rate												
2011-2012	73%												
2012-2013	64%												
2013-2014	75%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
BUS													
BUS Program	Entrepreneuership												
Course:	ETP 279 Small Business Management												
Program Outcomes:	Entrepreneuership 1,2,3,4												
The successful student understands the role that small business owners play in society and the risks that they take on in pursuit of their venture.	A Capstone Project that culminates with interviewing an entrepreneur with questions that are generated as a result of the content learned throughout the semester.	As of the 2013-2014 school year, this course had only been taught one time. 100% of the students who stayed in the course until the end and submitted the capstone project achieved a grade of 70% or higher.	The goal was met.	Students who stayed in the course did well. Efforts will be made to identify students who are at risk of dropping the course and thereby not benefitting from this project.	<p>ETP 279 Small Business Management</p> <table border="1"> <caption>Data for ETP 279 Small Business Management</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>0%</td> </tr> <tr> <td>2012-2013</td> <td>0%</td> </tr> <tr> <td>2013-2014</td> <td>100%</td> </tr> </tbody> </table>	Year	Percentage	2011-2012	0%	2012-2013	0%	2013-2014	100%
Year	Percentage												
2011-2012	0%												
2012-2013	0%												
2013-2014	100%												

Table 2 - Student Learning Results - Analysis of Results

Performance Measure	Measurement Instrument or Process	Current Results	Analysis of Results	Action Taken or Improvement Made	Insert Graph or Table Resulting Trends								
BUS													
BUS	Entrepreneurship, Financial Management, Business Management, Office Management												
Course:	ETP 266 Entrepreneurial Finance												
Program Outcomes:	Entrepreneurship 1,2,4,5, Financial Management 1,2,4,5, Business Management 1,2,4,5, Office Management 1,2,4,5												
The successful student understands the various sources and uses of funding for startup businesses as well as the creation and oversight of a financial plan for the business.	A Capstone Project that requires the creation of a moderately detailed financial plan.	As of the 2013-2014 school year, this course had only been taught one time. 100% of the students who stayed in the course until the end and submitted the capstone project achieved a grade of 70% or higher.	The goal was met.	Students who stayed in the course did well. Efforts will be made to identify students who are at risk of dropping the course and thereby not benefitting from this project.	<p>ETP 266 Entrepreneurial Finance</p> <table border="1"> <caption>ETP 266 Entrepreneurial Finance Data</caption> <thead> <tr> <th>Year</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>0%</td> </tr> <tr> <td>2012-2013</td> <td>0%</td> </tr> <tr> <td>2013-2014</td> <td>100%</td> </tr> </tbody> </table>	Year	Percentage	2011-2012	0%	2012-2013	0%	2013-2014	100%
Year	Percentage												
2011-2012	0%												
2012-2013	0%												
2013-2014	100%												

Table 3 Organizational Performance Results

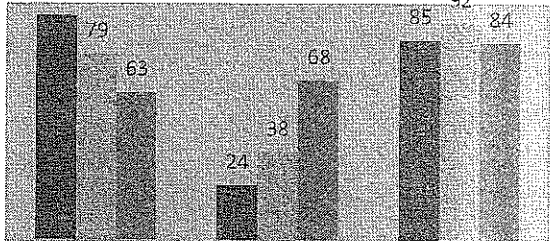
Performance Measure	Measurement Description	Areas of Success	Analysis and Action Taken	Results of Action Taken	Current Results																
The Business department will strive to increase program enrollment.	Fall semester Head Count by Program Report.	Over the last three years, the department enrollment has had a slight increase each year. OAD has decreased, but BUS has increased and BA enrollment has remained elevated.	Department faculty continue to participate in the recruiting efforts of WSCC. There are plans to increase advertising of programs.	While OAD enrollment declined, the enrollment in Business Management increased significantly for the 2013-2014 year.	<p style="text-align: center;">Business Headcount</p> <p style="text-align: center;">■ 2011 ■ 2012 ■ 2013</p>  <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>Business Headcount Data</caption> <thead> <tr> <th>Program</th> <th>2011</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>OAD</td> <td>95</td> <td>79</td> <td>63</td> </tr> <tr> <td>BUS</td> <td>24</td> <td>38</td> <td>68</td> </tr> <tr> <td>BA</td> <td>85</td> <td>92</td> <td>84</td> </tr> </tbody> </table>	Program	2011	2012	2013	OAD	95	79	63	BUS	24	38	68	BA	85	92	84
Program	2011	2012	2013																		
OAD	95	79	63																		
BUS	24	38	68																		
BA	85	92	84																		

Table 3 Organizational Performance Results

Performance Measure	Measurement Description	Areas of Success	Analysis and Action Taken	Results of Action Taken	Current Results																
The Business department will retain 80 percent of students from fall semester to spring semester.	Retention Report	Business Administration met the goal for the last three years.	The department began a system in Spring 2014 to better track students and through personal contact, it is expected that this will improve retention rates.	The department has already seen an increase in retention and graduation rates during the 2014-2015 year.	<p style="text-align: center;">Retention Rates</p> <p style="text-align: center;">■ 2011-2012 ■ 2012-2013 ■ 2013-2014</p> <table border="1"> <caption>Retention Rates Data</caption> <thead> <tr> <th>Category</th> <th>2011-2012</th> <th>2012-2013</th> <th>2013-2014</th> </tr> </thead> <tbody> <tr> <td>OAD</td> <td>65%</td> <td>72%</td> <td>58%</td> </tr> <tr> <td>BUS</td> <td>73%</td> <td>65%</td> <td>58%</td> </tr> <tr> <td>BA</td> <td>85%</td> <td>83%</td> <td>87%</td> </tr> </tbody> </table>	Category	2011-2012	2012-2013	2013-2014	OAD	65%	72%	58%	BUS	73%	65%	58%	BA	85%	83%	87%
Category	2011-2012	2012-2013	2013-2014																		
OAD	65%	72%	58%																		
BUS	73%	65%	58%																		
BA	85%	83%	87%																		

Table 3 - Organizational Performance Results

Analysis of Results																	
Performance Measure	Description of Measurement Instrument	Current Results	Analysis of Results	Action Taken (Improvement)	Results Business Graduates Employed in Field Business Graduates Not Employed in Field												
Business Department graduates will report employment in field.	Annual graduate survey.	Graduates are finding employment, but employment in field is below expectation.	Graduates have been successful in obtaining employment outside of field.	WSCC continues to have on-campus job fair.	<table border="1"> <caption>Employment Data for Business Graduates</caption> <thead> <tr> <th>Year</th> <th>Not Employed in Field (%)</th> <th>Employed in Field (%)</th> </tr> </thead> <tbody> <tr> <td>2011-2012</td> <td>87%</td> <td>77%</td> </tr> <tr> <td>2012-2013</td> <td>87%</td> <td>63%</td> </tr> <tr> <td>2013-2014</td> <td>75%</td> <td>61%</td> </tr> </tbody> </table>	Year	Not Employed in Field (%)	Employed in Field (%)	2011-2012	87%	77%	2012-2013	87%	63%	2013-2014	75%	61%
Year	Not Employed in Field (%)	Employed in Field (%)															
2011-2012	87%	77%															
2012-2013	87%	63%															
2013-2014	75%	61%															

Table 3 Organizational Performance Results

Performance Measure	Description of Measurement	Areas of Success	Analysis and Action Taken	Results of Action Taken (during following year)	Chart Showing Trends												
The college will continue to have significant economic impact in the local community.	Economic Impact Study (Auburn-Montgomery); College Annual Expenses	The college is Cullman County's 8 th largest employer.	The college's expenditures have increased 12.4%, from the 09/10 AY to 13/14.	The college's contributions to the economic health of the region have long been the subject of forecasts and economic development presentations by the city and county. Specific actions taken by the college have been to increase the scope and level of community participation in the college's annual Strategic Action Team for Career/Technical programs and increased levels of participation with the Chamber of Commerce in both Cullman and Blount counties.	<p style="text-align: center;">WSCC Expenditures</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>WSCC Expenditures Data</caption> <thead> <tr> <th>Year</th> <th>Expenditure (\$)</th> </tr> </thead> <tbody> <tr> <td>2009-2010</td> <td>46,527,868.00</td> </tr> <tr> <td>2010-2011</td> <td>47,072,656.00</td> </tr> <tr> <td>2011-2012</td> <td>46,773,653.00</td> </tr> <tr> <td>2012-2013</td> <td>49,788,748.00</td> </tr> <tr> <td>2013-2014</td> <td>50,291,919.00</td> </tr> </tbody> </table>	Year	Expenditure (\$)	2009-2010	46,527,868.00	2010-2011	47,072,656.00	2011-2012	46,773,653.00	2012-2013	49,788,748.00	2013-2014	50,291,919.00
Year	Expenditure (\$)																
2009-2010	46,527,868.00																
2010-2011	47,072,656.00																
2011-2012	46,773,653.00																
2012-2013	49,788,748.00																
2013-2014	50,291,919.00																

Table 4 – Faculty Qualifications

NAME	MAJOR TEACHING FIELD	COURSES TAUGHT	ALL EARNED DEGREES	PROFESSIONAL QUALIFICATIONS	ACBSP QUALIFICATION
Chaffin, Stanley	Business Management	BUS 263 Legal and Social Environment of Business	M.S. – Business Education		Master’s
Crow, Glynice	Economics	ECO 231 Principles of Macroeconomics ECO 232 Principles of Microeconomics	Ed. D. – Higher Education Administration M.A. – Administrative Science		Doctorate
Fincher, Judy	Business Education	DPT 103 Introductory Computer Skills	M.S. – Ofc Sy Mgt.		Master’s
Hicks, Hanna	Business Management / Business Education	BUS 272 Business Statistics BUS 276 Human Resource Management OAD 244 Microsoft Access OAD 137 Electronic Financial Recordkeeping - QuickBooks	M.B.A. – Business Administration		Master’s
Livengood, Michael	Accounting	BUS 248 Managerial Accounting	M.A. – Business Administration		Master’s
Manning, Marcy	Accounting	BUS 241 Principles of Accounting I BUS 242 Principles of Accounting II	M.B.A. – Business Administration		Master’s
McGriff-Waldrop, Terri	Business Management	BUS 100 Introduction to Business BUS 263 Legal and Social Environment of Business BUS 271 Business Statistics I BUS 285 Principles of Marketing	M.B.A. – Business Administration		Master’s
Sides, Kathryn	Business Education	BUS 150 Business Math BUS 276 Human Resource Management OAD 101 Beginning Keyboarding OAD 103 Intermediate Keyboarding OAD 110 Computer Navigation OAD 244 Database Concepts OAD 247 Advanced Excel DPT 103 Introductory Computer Skills OAD 137 Electronic Financial Recordkeeping - QuickBooks	M.B.A. – Business Administration		Master’s
Smith, Susan	Business Education	OAD 125 Microsoft Word OAD 138 Records and Information Management OAD 214 Medical Office Procedures OAD 243 Spreadsheet Applications BUS 215 Business Communications OAD 218 Office Procedures	Ed.S. – Business M.Ed. – Business		Master’s
White, Brandon	Entrepreneurship	ETP 265 Entrepreneurial Marketing ETP 279 Small Business Management ETP 268 Business Planning EPT 267 Innovation and Creativity ETP Entrepreneurial Finance	M.A. - Entrepreneurship		Master’s

Table 5 - FTE and Faculty Composition

1. List all faculty (full-time and part-time) who taught during the self-study year in alphabetic order.
2. Identify the ACBSP qualification status for each faculty member.
3. Identify the number of credit hours taught during the self-study year.
4. Calculate the FTE (Full-Time Equivalent) faculty load (such as 36 hours/30 semester hours of full-time load = 1.20 FTE).
5. Calculate the total FTE for credit hours and each column of ACBSP Qualification (Master's/Doctorate, Professional, and Exceptions).
6. Calculate the percent of total hours taught for each ACBSP Qualification.

Analysis of Results

Name	ACBSP Qualification	Credit Hours Taught	Master's/Doctorate FTE	Professional FTE	Exceptions FTE
Chaffin, Stan	Master's	3	0.10		
Crow, Glynice	Doctorate	30	1.00		
Fincher, Judy	Professional	6		0.20	
Hicks, Hannah	Master's	18	0.60		
Livengood, Michael	Master's	6	0.20		
Manning, Marcy	Master's	36	1.20		
Sides, Kathy	Master's	39	1.30		
Smith, Susan	Master's	36	1.20		
Waldrop, Terri	Master's	30	1.00		
White, Brandon	Master's	15	0.50		
Totals		219	7.10	0.20	0.00
Qualification	Total Hours Taught During Self-Study Year	FTE Teaching Load (Based on 30 cr. hrs.)	Percent of Total Hours Taught		
Master's/Doctorate	216	7.20	98.63%		
Professional	3	0.10	1.37%		

STANDARD 6
Table 6.0
Curriculum Summary

Name of Major/Program: **AAS in Accounting**

Total Number of Hours in Degree: 66 hours *67-68 including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.]

Professional Component

<u>Course Number and Course Title</u>		<u>Area of Study</u>	<u>Credit Hours</u>
BUS 150	Business Math	B	3
BUS 241	Principles of Accounting	A	3
BUS 263	Legal and Social Environment of Business	E	3
BUS 276	Human Resource Management	I	3
CIS 146	Microcomputer Applications	B	3
OAD 243	Spreadsheet Applications (Excel I)	B, C	<u>3</u>
		Total Credit Hours:	18
		Percent of Total Hours:	27.25%

General Education Component

<u>Course Number and Course Title</u>		<u>Educational Goal</u>	<u>Credit Hours</u>
ENG 101	English Composition I	1	3
ENG 102	English Composition II		
	or SPH 106 Fund. of Oral Communication	1	3
	History or Social Science Elective	2 or 8	3
	Humanities or Fine Arts Elective	3, 9	3
MTH 116	Mathematical Applications		
	or MTH 100 Intermediate college Algebra	6	3
OAD 137	Computerized Financial Record Keeping (Quickbooks)	7	<u>3</u>
		Total Credit Hours:	18
		Percent of Total Hours:	27.25%

Business Major Component

<u>Course Number and Course Title</u>		<u>Credit Hours</u>	
BUS 215	Business Communications	3	
BUS 242	Principles of Accounting II	3	
BUS 248	Managerial Accounting	3	
CIS 197E	247 Special Topics (Excel II)	3	
OAD 103	Intermediate Keyboarding	3	
OAD 125	Word Processing	3	
OAD 136	Advanced Financial Record Keeping (Payroll)	3	
OAD 138	Records/Information Management	3	
OAD 218	Office Procedures	3	
OAD 244	Database Applications (Access)	<u>3</u>	
		Total Credit Hours:	30
		Percent of Total Hours:	45.5%

**Table 6.1
Curriculum Summary**

Name of Major/Program: **AAS in Administrative Assistant**
 Total Number of Hours in Degree: 66 hours *67-68 including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.]

Professional Component

<u>Course Number and Course Title</u>	<u>Area of Study</u>	<u>Credit Hours</u>
BUS 241 Principles of Accounting	A	3
BUS 150 Business Math	B	3
BUS 276 Human Resource Management	I	3
CIS 146 Microcomputer Applications	B	3
CIS 203 Introduction to Information Highway	B	3
OAD 243 Spreadsheet Applications (Excel I)	B, C	<u>3</u>
	Total Credit Hours:	18
	Percent of Total Hours:	27.25%

General Education Component

<u>Course Number and Course Title</u>	<u>Educational Goal</u>	<u>Credit Hours</u>
ENG 101 English Composition I	1	3
ENG 102 English Composition II	1	3
or SPH 106Fund. of Oral Communication		
History or Social Science Elective	2 or 8	3
Humanities or Fine Arts Elective	3, 9	3
MTH 116 Mathematical Applications	6	3
or MTH 100 Intermediate college Algebra		
OAD 137 Computerized Financial Record Keeping (Quickbooks)	7	<u>3</u>
	Total Credit Hours:	18
	Percent of Total Hours:	27.25%

Business Major Component

<u>Course Number and Course Title</u>	<u>Credit Hours</u>
BUS 215 Business Communications	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing	3
OAD 126 Advanced Word Processing	3
OAD 136 Advanced Financial Record Keeping (Payroll)	3
OAD 138 Records/Information Management	3
OAD 218 Office Procedures	3
OAD 244 Database Applications (Access)	3
OAD 246 Office Graphics & Presentations	3
OAD 247 Special Topics (Excel II)	<u>3</u>
	Total Credit Hours:
	Percent of Total Hours:
	30
	45.5%

**Table 6.2
Curriculum Summary**

Name of Major/Program: **AAS in Medical Administrative Assistant**

Total Number of Hours in Degree: 66 hours *67-68 including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.)

Professional Component

<u>Course Number and Course Title</u>	<u>Area of Study</u>	<u>Credit Hours</u>
BUS 241 Principles of Accounting	A	3
BUS 150 Business Math	B	3
BUS 276 Human Resource Management	I	3
CIS 146 Microcomputer Applications	B	3
CIS 203 Introduction to Information Highway	B	3
OAD 243 Spreadsheet Applications (Excel I)	B, C	<u>3</u>
	Total Credit Hours:	18
	Percent of Total Hours:	27.25%

General Education Component

<u>Course Number and Course Title</u>	<u>Educational Goal</u>	<u>Credit Hours</u>
ENG 101 English Composition I	1	3
ENG 102 English Composition II	1	3
or SPH 106Fund. of Oral Communication		
History or Social Science Elective	2 or 8	3
Humanities or Fine Arts Elective	3, 9	3
MTH 116 Mathematical Applications	6	3
or MTH 100 Intermediate college Algebra		
OAD 137 Computerized Financial Record Keeping (Quickbooks)	7	<u>3</u>
	Total Credit Hours:	18
	Percent of Total Hours:	27.25%

Business Major Component

<u>Course Number and Course Title</u>	<u>Credit Hours</u>
BUS 215 Business Communications	3
HIT 110 Medical Terminology	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing	3
OAD 126 Advanced Word Processing	3
OAD 138 Records/Information Management	3
OAD 214 Medical Office Procedures	3
OAD 218 Office Procedures	3
OAD 244 Database Applications (Access)	3
OAD 246 Office Graphics & Presentations	<u>3</u>
	Total Credit Hours:
	Percent of Total Hours:
	30
	45.5%

**Table 6.3
Curriculum Summary**

Name of Major/Program: **AS in Business Administration**
 Total Number of Hours in Degree: 62 hours *63-64including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.]

Professional Component

<u>Course Number and Course Title</u>	<u>Area of Study</u>	<u>Credit Hours</u>
BUS 241 Principles of Accounting	A	3
CIS 146 Microcomputer Applications	B	3
MTH 112 Pre-calculus Algebra or Higher	C	3
ECO 231 Principles of macroeconomics	D	3
BUS 263 Legal & Social Environment of Business	E	3
BUS 271 Business Statistics I	C	<u>3</u>
	Total Credit Hours:	18
	Percent of Total Hours:	29%

General Education Component

<u>Course Number and Course Title</u>	<u>Educational Goal</u>	<u>Credit Hours</u>
ENG 101 English Composition I	1	3
ENG 102 English Composition II	1	3
ART/MUS/THR Elective	9	3
Natural Science Electives (8 hrs.)	6	8
HIS History Elective	2	3
ENG Literature Electives Sequence (6 hrs.)	1	<u>6</u>
	Total Credit Hours:	26
	Percent of Total Hours:	42%

Business Major Component

<u>Course Number and Course Title</u>	<u>Credit Hours</u>
BUS 242 Principles of Accounting II	3
ECO 232 Principles of Microeconomics	3
BUS 272 Business Statistics II	3
MTH/BUS Elective	3
MTH 120 Business Calculus, or	
BUS 215 Business Communication, or	
BUS275 Principles of Management, or	
BUS276 Human Resource Management, or	
BUS285 Principles of Marketing	
SPH 106 Fundamental of Oral Communication	3
PSY/SOC General psychology or Sociology	<u>3</u>
	Total Credit Hours:
	Percent of Total Hours:
	18
	29%

**Table 6.4
Curriculum Summary**

Name of Major/Program: **AAS in Business Management**

Total Number of Hours in Degree: 66 hours *67-68 including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.]

Professional Component

<u>Course Number and Course Title</u>	<u>Area of Study</u>	<u>Credit Hours</u>
BUS 241 Principles of Accounting	A	3
BUS 263 Legal Environment of Business	E	3
BUS 275 Principles of Management	I	3
BUS 285 Principles of Marketing	F	3
CIS 146 Microcomputer Applications	B	3
CIS 196 Commercial Software Excel	B	3
ECO 231 Principles of Macroeconomics	D	<u>3</u>
	Total Credit Hours:	21
	Percent of Total Hours:	31.8%

General Education Component

<u>Course Number and Course Title</u>	<u>Educational Goal</u>	<u>Credit Hours</u>
BUS 100 Introduction to Business	2, 4, 10	3
ENG 101 English Composition I	1	3
ENG 102 English Composition II or SPH 106 Speech	1	3
Humanities or Fine Art Elective	3, 4, 9	3
Math 100 Intermediate College Algebra	6	3
ECO 232 Principles of Microeconomics	10	3
Social or Behavioral Science, or History Elective	2, 5, 8, 10	3
	Total Credit Hours:	21
	Percent of Total Hours:	31.8%

Business Major Component

<u>Course Number and Course Title</u>	<u>Credit Hours</u>
BUS 242 Principles of Accounting	3
BUS 248 Managerial Accounting	3
BUS 276 Human Resource Management	3
BUS 298 Directed Studies I	3
ETP 265 Entrepreneurial Marketing	3
ETP 266 Entrepreneurial Finance	3
OAD 247 Excel II	3
Advisor Approved Elective BUS or RLS or ETP 267	<u>3</u>
	Total Credit Hours:
	24
	Percent of Total Hours:
	36%

**Table 6.5
Curriculum Summary**

Name of Major/Program: **AAS in Financial Management**
 Total Number of Hours in Degree: 66 hours *67-68 including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.]

Professional Component

<u>Course Number and Course Title</u>	<u>Area of Study</u>	<u>Credit Hours</u>
BUS 241 Principles of Accounting	A	3
BUS 263 Legal Environment of Business	E	3
BUS 275 Principles of Management	I	3
BUS 285 Principles of Marketing	F	3
CIS 146 Microcomputer Applications	B	3
CIS 196 Commercial Software Excel	B	3
ECO 231 Principles of Macroeconomics	D	<u>3</u>
	Total Credit Hours:	21
	Percent of Total Hours:	31.8%

General Education Component

<u>Course Number and Course Title</u>	<u>Educational Goal</u>	<u>Credit Hours</u>
BUS 100 Introduction to Business	2, 4, 10	3
ENG 101 English Composition I	1	3
ENG 102 English Composition II	1	3
or SPH 106 Speech		
Humanities or Fine Art Elective	3, 4, 9	3
Math 100 Intermediate College Algebra	6	3
OAD 137 Electronic Financial Record Keeping	7	3
Social or Behavioral Science, or History Elective	2, 5, 8, 10	<u>3</u>
	Total Credit Hours:	21
	Percent of Total Hours:	31.8%

Business Major Component

<u>Course Number and Course Title</u>	<u>Credit Hours</u>
BUS 242 Principles of Accounting II	3
BUS 248 Managerial Accounting	3
BUS 271 Statistics I	3
BUS 276 Human Resource Management	3
ECO 232 Principles of Microeconomics	3
ETP 266 Entrepreneurial Finance	3
RLS 101 Real Estate Principles	<u>4</u>
	Total Credit Hours:
	Percent of Total Hours:
	22
	33.3%

**Table 6.6
Curriculum Summary**

Name of Major/Program: **AAS in Office Management**

Total Number of Hours in Degree: 66 hours *67-68 including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.]

Professional Component

<u>Course Number and Course Title</u>	<u>Area of Study</u>	<u>Credit Hours</u>
BUS 241 Principles of Accounting	A	3
BUS 263 Legal Environment of Business	E	3
BUS 275 Principles of Management	I	3
BUS 285 Principles of Marketing	F	3
CIS 146 Microcomputer Applications	B	3
CIS 196 Commercial Software Excel	B	3
ECO 231 Principles of Macroeconomics	D	<u>3</u>
Total Credit Hours:		21
Percent of Total Hours:		32%

General Education Component

<u>Course Number and Course Title</u>	<u>Educational Goal</u>	<u>Credit Hours</u>
BUS 100 Introduction to Business	2, 4, 10	3
ENG 101 English Composition I	1	3
ENG 102 English Composition II or SPH 106 Speech	1	3
Humanities or Fine Art Elective	3, 4, 9	3
Math 100 Intermediate College Algebra	6	3
OAD 137 Electronic Financial Record Keeping	7	3
Social or Behavioral Science or History Elective	2, 5, 8, 10	<u>3</u>
Total Credit Hours:		21
Percent of Total Hours:		31.8%

Business Major Component

BUS 150 Business Math	3	
BUS 215 Business Communications	3	
BUS 242 Principles of Accounting II	3	
BUS 248 Managerial Accounting	3	
BUS 276 Human Resource Management	3	
ECO 232 Principles of Microeconomics	3	
OAD 218 Office Procedures	3	
OAD 247 Excel II	3	
Total Credit Hours:		24
Percent of Total Hours:		36%

**Table 6.7
Curriculum Summary**

Name of Major/Program: **AAS in Entrepreneurship**
 Total Number of Hours in Degree: 66 hours *67-68 including orientation

(* Note that prior to Fall Semester 2015, students who did not qualify for an institutional exemption had to complete an addition 1- or 2-hour orientation class. This requirement has been replaced by a mandatory one-credit-hour “Freshman Seminar” course, ORI 110, effective fall semester 2015.]

Professional Component

<u>Course Number and Course Title</u>	<u>Area of Study</u>	<u>Credit Hours</u>
BUS 241 Principles of Accounting	A	3
BUS 263 Legal Environment of Business	E	3
BUS 275 Principles of Management	I	3
BUS 285 Principles of Marketing	F	3
CIS 146 Microcomputer Applications	B	3
CIS 196 Commercial Software Excel	B	3
ECO 231 Principles of Macroeconomics	D	<u>3</u>
	Total Credit Hours:	21
	Percent of Total Hours:	32%

General Education Component

<u>Course Number and Course Title</u>	<u>Educational Goal</u>	<u>Credit Hours</u>
BUS 100 Introduction to Business	2, 4, 10	3
ENG 101 English Composition I	1	3
ENG 102 English Composition II	1	3
or SPH 106 Speech		
Humanities or Fine Art Elective	3, 4, 9	3
Math 100 Intermediate College Algebra	6	3
ECO 232 Principles of Microeconomics	10	3
Social or Behavioral Science or History Elective	2, 5, 8, 10	<u>3</u>
	Total Credit Hours:	21
	Percent of Total Hours:	32%

Business Major Component

<u>Course Number and Course Title</u>	<u>Credit Hours</u>
BUS 242 Accounting II	3
BUS 248 Managerial Accounting	3
BUS 276 Human Resource Management	3
ETP 266 Entrepreneurial Finance	3
ETP 265 Entrepreneurial Marketing	3
ETP 268 Business Planning	3
ETP 267 Innovation Creativity	3
ETP 279 Small Business Management	<u>3</u>
	Total Credit Hours:
	Percent of Total Hours:
	24
	36%