



"We Guarantee Quality and Excellence"

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

Academic Program Three Year Review

Instructional Program

Business Administration

Period of Three Year Review

Fall 2012 to Summer 2015

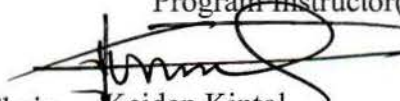
Completed By:


Keiden Kintol

Date: 2/1/16

Program Instructor(s)

Program/Department Chair:



Keiden Kintol

Date: 2/1/16

Dean of Academic Affairs:


Robert Ramarui

Date: 2/1/16

IRE office : Ligaya Vana  02/02/16

Program Review Narrative Summary

I. Summary of the academic program purpose

Palau Community College recognizes the need to prepare its students for a job market in a constant state of change. An AS Degree is a significant first step in securing the knowledge and skills necessary for employment or continued education in such a dynamic environment. We endeavor to offer contemporary subject matter, including computer courses, information technology, and to encourage the student to view education as a lifelong process.

The objectives of the business administration program are threefold: *to prepare students for responsible entry-level employment in the business arena immediately following graduation; to provide a quality education for students interested in transferring to a four-year institution for bachelor of arts or bachelor of science degrees; and to provide continuing education opportunities for those already working in business and industry.*

Graduates of the program are qualified for entry-level positions, such as accounting clerk, auditor's assistant, sales and office manager, and administrative assistant.

On April of 2004, a community survey was conducted to determine the need for the Business Administration program. The questionnaire was administered to various public and private sectors; the questions and responses were overwhelmingly in favor of such a program. On September 15, 2005, Business Administration program was officially a program at the college. Since then, with the demand and importance of the business sectors in the region and the rest of the world, the program is starting to attract more and more students every year.

The Associate of Science (A.S.) degree program in Business Administration is designed primarily for students who want to learn, update and augment existing knowledge and skills and/ or acquire cutting-edge technical and managerial skills that are essential to the field of management. In addition, the program provides an excellent foundation for those interested in starting and managing a small business.

Business Administration Program implementation was based on comparison between the following colleges' business program. These colleges include Guam Community College, Northern Marianas College, College of Micronesia-FSM, and Nunez Community College. Because of the similarities between business administration and accounting programs, much of the accounting courses are required in the Business Administration program in addition to the specific business administration courses which are; BU 120-Business Management, BU158-Principles of Microeconomics, and BU223-Internship. So far, none have been added into the program, but additional courses relevant to the program are underway.

a. Goals

Upon graduating with an Associate Science degree in Business—Business Administration, the graduate will be able to:

- 1) Students will be able to effectively communicate business concepts orally and in writing to organizational stakeholders.
- 2) Students will have an understanding of ethical perspectives, and an ethical and legal framework for decision-making.
- 3) Through active learning and experiential education, our students will acquire business knowledge and develop skills to analyze and solve complex managerial problems..
- 4) Students will be able to use information technologies to access, analyze and report business information.
- 5) Students will develop an awareness and understanding of the cultural, legal, economic and geo-political forces that impact business operations in a global economy..
- 6) Students will be able to understand, analyze and use the accounting/financial information generated by organizations for their stakeholders, and will understand financial theories, analyses and markets.

II. The relationship of program to the college Mission Statement

The Business administration Program three-fold objectives as mentioned earlier, prepares students for responsible entry-level employment in the business arena immediately following graduation; to provide a quality education for students interested in transferring to a four-year institution for bachelor of arts or bachelor of science degrees; and to provide continuing education opportunities for those already working in business and industry. This meets the technical, academic, cultural, social, and economic needs of the students and thus promotes learning opportunities and personal excellence.

This marks the second cycle of the review of the Business Administration program using the newly set mission and vision statements in setting a more concrete roadmap on not only the academics, but ethical responsibilities, standardization, and overall effectiveness by the program as well as its faculty. As you will see below the integrated Vision and Mission statement of the program aligning with the Mission and Vision Statement of the Institution.

PCC Business Administration Program Integrated Vision and Mission statements:

1. Students

The Faculty of Business Administration:

- Delivers quality education and realistic learning setting for diverse individuals and students wanting to continue into other institutions of higher education to further their business education at the university level,
- Provides an environment of life-long knowledge for our students and alumni.

2. Faculty

The Faculty of Business Administration recognizes the importance of:

- A setting conducive to teaching and research,
- A culture that encourages team work as well as respect for individual contributions,

3. Business Community and Professional Associations

The Faculty of Business Administration recognizes the needs of the business community and professional associations by:

- Delivering relevant programs and developing student's managerial skills,
- Incorporating the expertise of the business community and professional associations in research and teaching which enhances our ability to deliver quality education.

III. Summary of Program Data

- Figure 1 – Student Status
 - a. Looking at enrollment, they seem to fluctuate more in Fall 2012 to Summer 2014, but a more positive outcomes on Fall 14 to Fall 15. This is a good indication that the program is starting to attract attention from the community that students are beginning to see the effect of business administration and its implications in the economy.
 - b. The consistency in the enrollment and passing/credit seem to be at a 100% when it is offered. This proves that when students do show up and do the expected work, they succeed.
 - c. No one has failed when looking at the graph and this shows great expectations about the program, one did withdraw but that is irrelevant in the overall data and statistics.
- Figure 2 – Number of Graduates
 - a. Not only is the enrollment into the program improving, but graduates are increasing also. And this is again a great sign of what the program expects in the future, and that's to have more students enrolling and graduating in the program.
- Figure 3 – Class Information
 - a. Historically, Business Administration Program is a program that was created from the shadow of the Business Accounting Program, which is more obvious as the program name implies, therefore students are more attracted to a more concrete profession than a generalized one. And that is another issue that I will raise when you reach the Action Plan for the program. With that in mind, the BU program has always had below than 10 students. But I am confident that Fall 15 data along with the fourth cycle data will have more favorable numbers.
- Figure 4 – Course Offering Information
 - b. Data's reported here especially are somewhat null, since this don't put into consideration other program courses which are 98% of the overall required program courses for the program. Data's that you see are all based on BU courses, which are only two not including the internship course. But overall data for the program required courses which are coded BA (Business Accounting Program) can be found in SY12-SY15 Program Assessment.
- Figure 5 – Faculty Information
 - a. Although data's show that there is only one Full-Time Faculty, there are two full time faculties since again most if not all BU required courses are titled BA. There has always been one BU and one BA full-time faculty, and the rest are all adjunct faculty. Since Fall 14, the college hired a new BA instructor but unfortunately, after a year had to resign.
- Table 1 – Faculty Student Ration Information
 - a. As you can see in the table, enrollment is always below 10 as mentioned earlier, more significant semesters show in Spring 13 and Summer 14 which had no course offered coded BU, which again can be misleading, since there were program required courses offered, but for this report, data's only show BU coded courses. The only good thing about having low enrollment is that there is more face to face contact and assistance between a student and a faculty, and that is what is important. Chances of passing and understanding are very high as compared to much crowded classroom.

IV. Summary of Student Learning and Curriculum

- a. There are a total of 16 required programs each with identified CLOs, and are aligned with the PLOs and ILOs. All Course outlines and course textbooks have been modified and submitted to CPC for Review.

V. Summary of Course Assessment Data

- a. Overall course assessment for SY12-SY15 showed a 90 percent accuracy in the assessment results. This is far higher than the 70% means of assessment and an indication that the program is meeting its expected outcomes and those students are passing at the course level leading to the program level.
- b. Overall Program Assessment indicates 89 percent accuracy. This again shows those courses are aligned to the program level and that there is a direct correlation between the course level and the program level.

VI. Summary of Evaluation of Previous Goals/Activities from Previous Cycle

- a. Course Assessments and Program Assessments have proved to be the most effective tools to see how you're doing and how well are you doing it as an instructor. It seems that every semester and every year you see something that you need to change or to keep doing.
- b. Program chair felt that having separate assessment instruments for a specific Course Learning Outcome would not only give a clear picture of how well a student is achieving the expected results, but also more chances and opportunities for the student to grow and learn from mistakes. As of now all BU coded courses have individual assessment instruments that assess specific Student Learning Outcomes, and this has showed more accurate and relevant results.
- c. Program Learning Outcomes were cut to six from the original seven in the last review. PLO 7 was redundant to PLO 5 and had to be removed or merged together to have only six PLOs. This would eliminate redundant data which could mislead the reader of this report.
- d. Hiring of someone with CPA has proved to be impossible, so one we had to decide not to include in the list.
- e. So far up to now, there have not been any significant change to the program based on the goals and activities, but the program does show effective alignment of program-level, course-level, and the institution-level outcomes with satisfying result.

VII. Summary of Program Major Strengths

- a. Although times have changed along with the business world, but the program still maintain its major strengths as indicated in the previous assessments. They are as followed;
 - 1. Currently, graduates from the program possess knowledge and skills to further their education in a four year university or directly into the labor force.
 - 2. Learning is more than just reading a text and writing tests. Our program stresses practical hand-on projects designed to give students real-life experience.
 - 3. The program's faculty-to-student ratio permits greater interaction and personalized instruction.
 - 4. Many of our courses may be transferable to other colleges in the region as well as the states.
 - 5. Program faculty holds degrees in accredited institutions.

VIII. Recommendations for Improvements

- a. The success of Student assessments will always need the assistance from the institution in order to have favorable results. But it is the recommendations that really determine the overall efficiency from the instructors. When instructors are efficient, the students should continue to be efficient.
- b. By having more tools in the subject matter gives an edge to the instructor, and this is a resource that the institution must strive to make sure is present at all times.

IX. Summary of Action Plans

- a. Setting up the Business Administration Program to have tracks is a major project and one that requires strategic planning and implementation, but one that will benefit the program and the college. The program chair needs as much assistance as he can get in making sure that it is implemented by the due date.
- b. *Refer to Table 6.0 at the end*

X. Summary of Resource Request (if any)

- a. *Refer to the Table 7.0 at the end.*

Appendix A: Department Review Assessment Data

I. Summary of Program Data

Figure 1. Number of Students Enrolled, Pass/Credit, Fail/No Credit, Audit and Withdraw

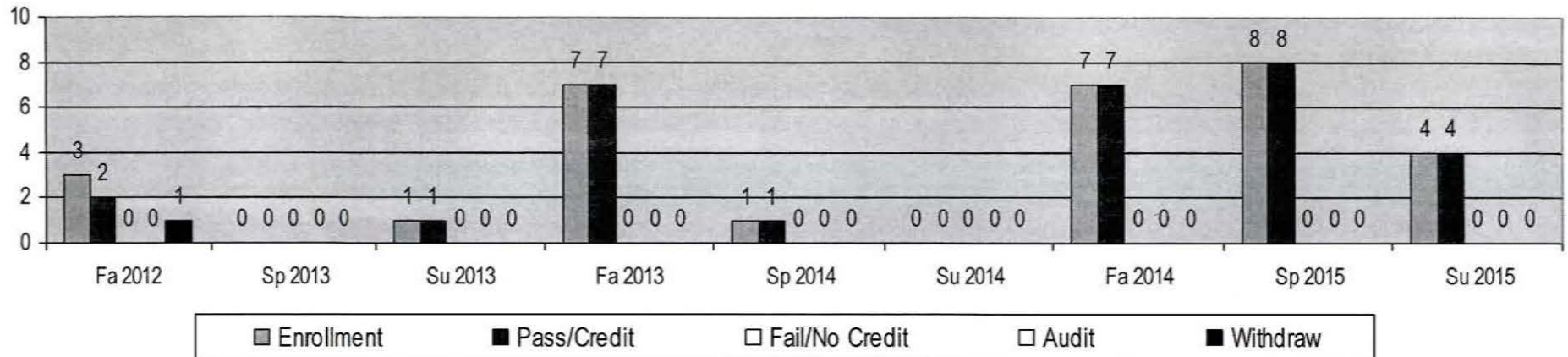


Figure 2. Number of Graduates

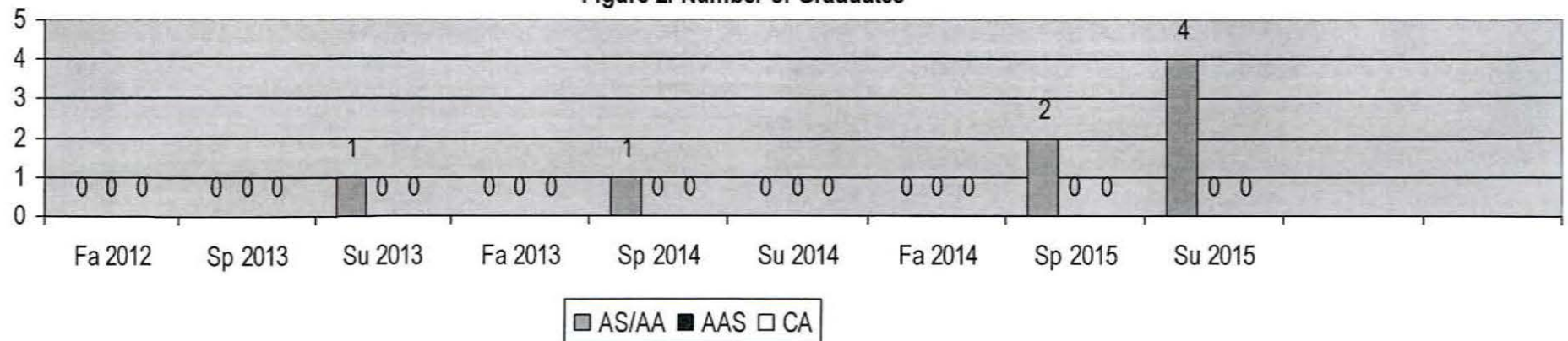


Figure 3. Number of Classes Based on Student Enrollment

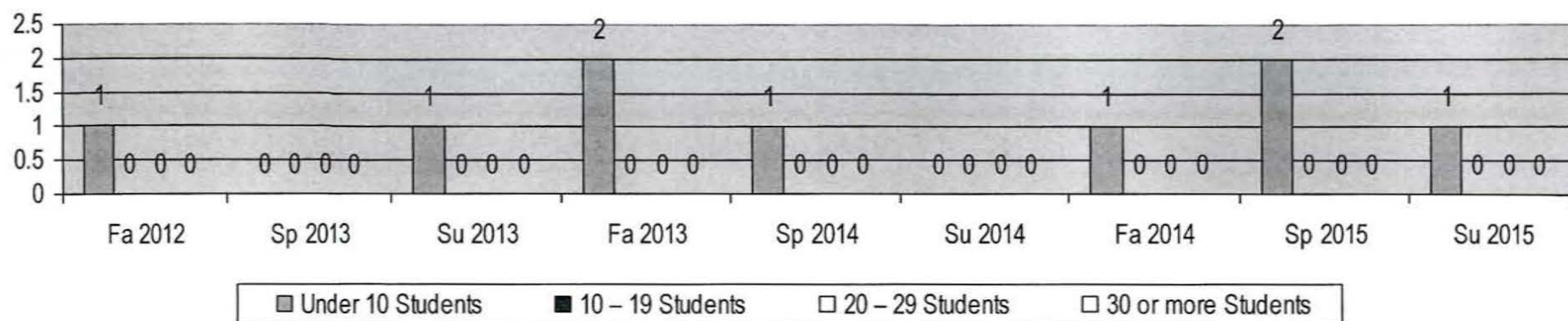


Figure 4. Class Offering

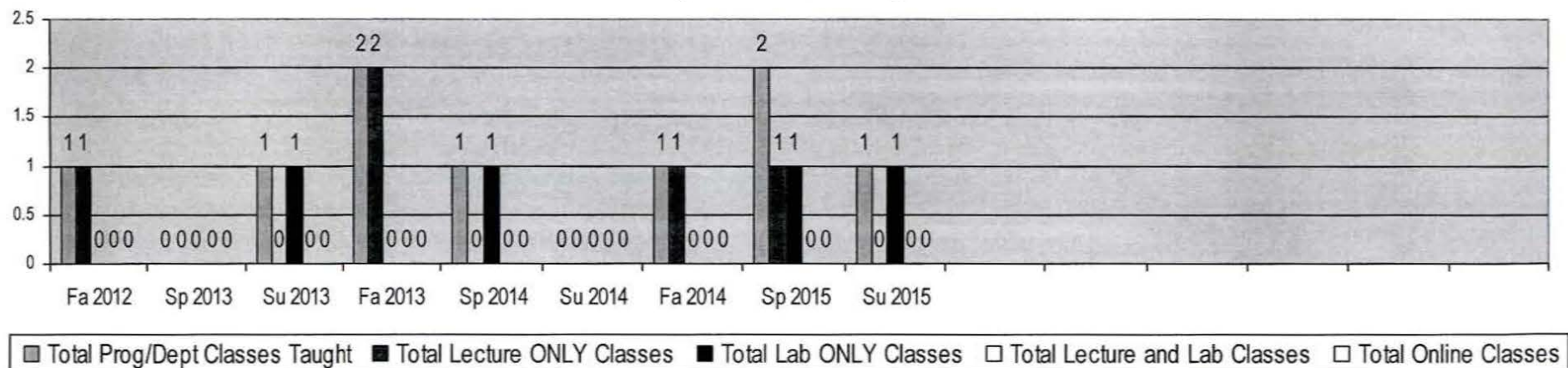
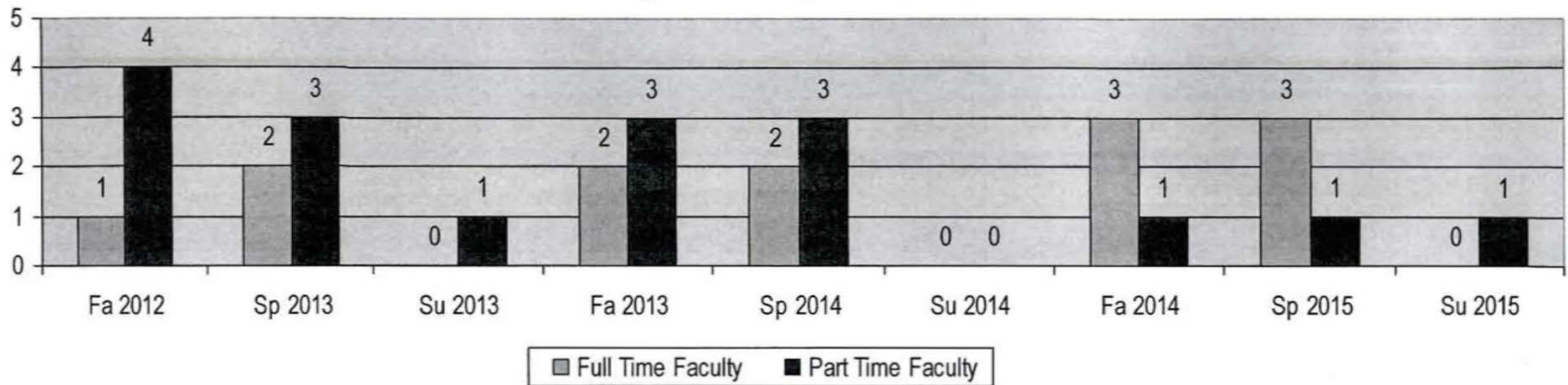


Figure 5. Faculty Head Count



NOTE: Full Time Faculty refers to full time faculty in the program/department. A Part Time Faculty includes adjuncts as well as Full Time Faculty that are teaching courses not within their program/department. These Full Time Faculty are assisting other programs outside of their own, therefore, are considered Part Time Faculty.

Table 1. Faculty-Student Ratio (program headcount).

Ratio	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Spring 2015	Summer 2015
Full Time Faculty (F : S)	1:3	—:—	1:1	1:7	1:1	—:—	1:7	2:8	1:4
Part Time Faculty (F : S)	—:—	—:—	—:—	—:—	—:—	—:—	—:—	—:—	—:—

II. 2.0 Student Learning and Curriculum

How many program courses are there? (refer to catalog)	%of courses with Identified CLOs	% of course outlines updated	% of courses whose Textbooks are updated (outline reflects change)	% of PLOs aligned with ILOs
16	100%	100%	100%	100%

III. 3.0 Course Assessment Data :

Year 1: School Year : Fall 2012

Semester Assessed	Course Assessed	CLO - PLO Alignment	Results of Assessments
Fall 2012	BU 158	CLO 4-PLO 1 CLO 2& 3-PLO 3 CLO 1-7—PLO 4 CLO 1-2—PLO 5 CLO 7—PLO 6	70% and more of the students performed at proficiency level for all CLO's except for CLO 2, 3, and 6. More analysis will be placed on the supply and demand concepts, principles of productions costs needs to be analyzed, along with international trades and treaties between countries.

Year 2: School Year: Summer 2013-Fall 2013

Semester Assessed	Course Assessed	CLO - PLO Alignment	Results of Assessments
Summer 2013	BU223	CLO1—PLO1 CLO2—PLO2 CLO3—PLO3 CLO4—PLO4 CLO5—PLO5 CLO6-7—PLO6	100% of students performed at proficiency level for all CLOs
Fall 2013	BU120	CLO3—PLO1 CLO2—PLO2 CLO3—PLO3 CLO1-5—PLO4 CLO3—PLO5 CLO5—PLO6	100% of students performed at and above the proficiency level on all CLOs.
Fall 2013	BU158	CLO 4-PLO 1 CLO2& 3-PLO 3 CLO1-7—PLO 4 CLO1-2—PLO 5 CLO7—PLO 6	100% of students performed at and above the proficiency level on all CLOs.

Year 3: School Year: Spring 2014-Fall 2014

Semester Assessed	Course Assessed	CLO - PLO Alignment	Results of Assessments
Spring 2014	BU223	CLO1—PLO1 CLO2—PLO2 CLO3—PLO3 CLO4—PLO4 CLO5—PLO5 CLO6-7—PLO6	100% of students performed at proficiency level for all CLOs
Fall 2014	BU158	CLO 4-PLO 1 CLO2& 3-PLO 3 CLO1-7—PLO 4 CLO1-2—PLO 5 CLO7—PLO 6	70% and more of the students performed at proficiency level for all CLO's except for CLO 2 and 6. More analysis will be placed on the supply and demand concepts along with international trades and treaties between countries.

Year 4: School Year: Spring 2015-Summer 2015

Semester Assessed	Course Assessed	CLO - PLO Alignment	Results of Assessments
Spring 2015	BU120	CLO3—PLO1 CLO2—PLO2 CLO3—PLO3 CLO1-5—PLO4 CLO3—PLO5 CLO5—PLO6	70% and more of the students performed at proficiency level for all CLO's except for CLO 1. More time and activities for introduction to the course needs to be addressed to put students at a comfortable pace before moving on.
Spring 2015	BU223	CLO1—PLO1 CLO2—PLO2 CLO3—PLO3 CLO4—PLO4 CLO5—PLO5 CLO6-7—PLO6	100% of students performed at proficiency level for all CLOs
Summer 2015	BU223	CLO1—PLO1 CLO2—PLO2 CLO3—PLO3 CLO4—PLO4 CLO5—PLO5 CLO6-7—PLO6	100% of students performed at proficiency level for all CLOs

***Rest of BU Program Courses have been assessed and aligned in the BA Program Review for SY12-SY15 for all School Years.*

4.0 Program Learning Outcomes (PLOs) Assessment

List PLOs	Proficiency Level	Results of Assessments
BU PLO#1	BU120-CLO3-88% BU158-CLO4-79% BU223-CLO1-100%	89% of the students reached the proficiency level for BU PLO #1. No action is needed.
BU PLO#2	BU120-CLO1-5—89% BU223-CLO2—100%	94% of the students reached the proficiency level for BU PLO #2. No action is needed.
BU PLO # 3	BU120-CLO 1-2—80% BU158-CLO 2-3—76% BU223-CLO 3—100%	87% of the students reached the proficiency level for BU PLO #3. No action is needed.
BU PLO# 4	BU 120-CLO 1-5—89% BU158-CLO 1-7—74% BU223-CLO4—100%	87% of the students reached the proficiency level for BU PLO #4. No action is needed.
BU PLO #5	BU120-CLO3—88% BU158-CLO5—71% BU 223-CLO5—100%	86% of the students reached the proficiency level for BU PLO #5. No action is needed.
BU PLO #6	BU120-CLO 5—100% BU158-CLO 7—79% BU223-CLO 6-7—100%	93% of the students reached the proficiency level for BU PLO #6. No action is needed.
<i>*Note: The rest of the required courses under BU Program has been assessed in the BA Program Review SY12-SY15</i>		

IV. 5.0 Evaluation of Previous Program Review Action Plans

Indicate the status of the previous program review action plans

Action Plan Activity/Objectives	Status Complete/Ongoing/Incomplete	Remarks
Put into action Hiring of CPA instructor (s) Develop list of local business speakers who can add practical knowledge and experience to students learning environment	CPA Hiring: Incomplete Guest Speakers: Ongoing	Hiring of a CPA has proved to be a challenge when it comes to funding. Therefore, this action plan will be removed until such times in the future. There are guest speakers that program chair has confirmed their acceptance into working with the program.
To Offer more Business Administration Courses	Ongoing	Discussion has been started by the program chair to other schools and Curriculum representatives for a possible BU program to offer tracks under the program.
Create possible local business sponsorship of scholarships for business administration students	Ongoing	This year would be to create a Business Administration Club, where the program can partner with vendors outside for possible scholarship opportunities for BU Students.
Instructors to Attend more On and Off	Ongoing	As of now APAFS (Asia Pacific Association for Fiduciary Studies) has been partnering

Island Training in the Field		with BU and BA for Seminars and Symposiums, but so far, other college staff has been attending the workshops and seminars.
------------------------------	--	--

6.0 Action Plans

Based on this program review results, describe the program action plan for the next three (3) academic years. Include necessary resources.

Action Plan Activity/Objectives	How will this action plan improve student learning outcomes? (CLO, PLO, ILO)	Needed Resources (if any)	Timeline
Business Administration Program to be the Umbrella Program for Business Accounting, Management, Economics, Tourism and Hospitality, HR, and Marketing	This would allow a more concrete and structured program for School of Business. This would give students a clear vision of what they want and intend to be, thereby increasing enrollment in the overall BU program.	Funding	FA2018
Merge BA Course Identification to include BU code. This also addresses the #2 of the previous action plan.	This will allow assessment at the course and program level a more accurate picture of the effectiveness of the program and its assessment instruments, therefore meeting institutional goals.	NONE	FA2017
Instructors to Attend more On and Off Island Training in the Field	Because the business world is changing every day, how you do business, find entertainment, and research all depend on how well informed are you to your economy, and the business sector. This is one action plan that will address PLO#1-6, ILO#1-5, and all the program courses.	Funding	FA 2016
Purchase Instructors Manual for Accounting, Economics, and Finance Courses	This would allow better transitions between required courses, and also complements faculty skills and knowledge in the subject matter, since all full time faculty teaching such courses lack degrees on the subject matter.	Funding	ASAP

7.0 Resource Requests

Type of Resource	Description	Estimated Amount Requested	Justification
Personnel			
Facilities	Computer Lab	\$12,000	Since most Business administration required courses need to constantly research on contemporary issues relevant to a changing business environment, a computer lab will utilize that need. This is also on PLO #4 of the Business Administration Program Learning Outcomes.
Equipment	Projectors (Portable ones)	\$700	These equipment's will be used to solidify concepts and theories discussed in lectures and reading materials. This addresses PLO #3.
Supplies	Textbook Manuals	\$1500	These supplies will complement instructors lectures and class activities. PLO #1-6
Software	Business Plan Software	\$500	This will be used for the illustration and demonstration of business creation, management, and control. This addresses PLO #4
Training	Seminars on Governmental accounting/Finance/Economics/ and Business Laws	\$3000	This is for Professional development for the overall quality in the course-level, program-level, and institutional-level.
Other			
Total		\$14,200	

Program Logo



APPENDIX A

Program Learning Outcomes

- 1) Students will be able to effectively communicate business concepts orally and in writing to organizational stakeholders.
- 2) Students will have an understanding of ethical perspectives, and an ethical and legal framework for decision-making.
- 3) Through active learning and experiential education, our students will acquire business knowledge and develop skills to analyze and solve complex managerial problems..
- 4) Students will be able to use information technologies to access, analyze and report business information.
- 5) Students will develop an awareness and understanding of the cultural, legal, economic and geo-political forces that impact business operations in a global economy..
- 6) Students will be able to understand, analyze and use the accounting/financial information generated by organizations for their stakeholders, and will understand financial theories, analyses and markets.

APPENDIX B

Program mapping that shows alignment of CLOs – PLOs – ILOs

BUSINESS ADMINISTRATION PROGRAM MAP (BU)

COURSE	PLO 1 (Business Communication) Students will be able to effectively communicate business concepts orally and in writing to organizational stakeholders .	PLO 2 (Business Ethics) Students will have an understanding of ethical perspectives, and an ethical and legal framework for decision-making	PLO 3 (Problem Solving) Through active learning and experiential education, our students will acquire business knowledge and develop skills to analyze and solve complex managerial problems	PLO 4 (Information Technology) Students will be able to use information technologies to access, analyze and report business information	PLO 5 (Awareness in cultural, legal, economic, and political forces) Students will develop an awareness and understanding of the cultural, legal, economic and geo-political forces that impact business operations in a global economy	PLO 6 (Critical Thinking) Students will be able to understand, analyze and use the accounting/financial information generated by organizations for their stakeholders, and will understand financial theories, analyses and markets	Institutional Learning Outcomes (ILOs)
BA110	CLO 3	CLO 1-5	CLO 1-3	CLO 1-5		CLO 1, 4-5	ILO 1,2,4,5
BA123	CLO 2-5		CLO 1-5	CLO 1-5		CLO6-7	ILO 1-3, 5
BA 130			CLO 1-4			CLO 1-4	ILO 1,3,5
BA 131			CLO 1			CLO 1-5	ILO 1,3,5
BA159	CLO 2		CLO 3	CLO 1-5	CLO 4	CLO 1	ILO 1-5
BA212	CLO 1	CLO 1-5	CLO 3			CLO 1-2	ILO 1-3, 5
BA213		CLO 1-5	CLO 2-4			CLO 1-5	ILO 1-3,5
BA 214	CLO 2	CLO 1, 4	CLO 2	CLO 1-4	CLO 1-4	CLO 1	ILO 1-4
BU120	CLO 3	CLO 1-5	CLO 1-2	CLO 1-5	CLO 3	CLO 5	ILO 1-3, 5
BU158	CLO 4		CLO 2-3	CLO 1-7	CLO 1-2	CLO 7	ILO 1-3, 5
BU223	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5	CLO 6-7	ILO 1-5

APPENDIX C

Means of assessment form

BU120 – BUSINESS MANAGEMENT
MEANS OF ASSESSMENTS
9-24-13

1. CLO1:
 - a. Discuss and explain the types and roles of manager, skills of manager, awareness of world markets, diversity in management, business ethics and decision making, and manager's social responsibilities.
2. CLO2:
 - a. Identify and explain the essentials and strategies for planning, creativity, job designs, job crafting, and problem solving.
3. CLO3:
 - a. Describe and explain the types of organizational structures, cultures, and changes, concept of departmentalization, staffing, strategic human resource planning, leadership roles and performances, and various characteristics, behaviors and traits within and organization.
4. CLO4:
 - a. Discuss and explain the various stages and roles of group development, conflict resolutions, and essentials and characteristics of effective controls.
5. CLO5:
 - a. Comprehend the knowledge of personal productivity, managing stress, work habits and time management, procrastination, and stress burnout.

*****Note: Proficiency level is 70%*****

APPENDIX D (a)

BU 158- PRINCIPLES OF MICROECONOMICS
MEANS OF ASSESSMENTS
9-24-13

1. CLO 1:
 - a. Ability to discuss and explain the concept of maximization, impact of scarcity, resource allocation in various economies, and different types of economic systems.
2. CLO2:
 - a. Explain the law of supply and demand, changes in demand and supply, price theory, buyer and seller behaviors, and finally the calculation of price elasticity of demand and supply.
3. CLO3:
 - a. Explain Short-run and Long-run output and input costs, assumptions of profit maximizing firms, accounting profit and economic profit, usage of total revenue to total cost approach and marginal revenue to marginal cost approach, and finally, to compute for production function and costs charts.
4. CLO4:
 - a. Explain and describe perfect competition and price, price in a competitive industry, concept and barriers of monopolies and monopolistic competitions, and concept of oligopoly.
5. CLO5:
 - a. Explain and analyze behavior of demand and supply curves for factors of production, characteristics of perfect competitive labor market, analysis of minimum wage laws, and the concepts of financial capital markets and time value of moneys.
6. CLO6:
 - a. Discuss and explain why nations engage in trade, concept of specialization, various impacts of domestic and fiscal monetary policies on international currency exchanges.
7. CLO7:
 - a. Discuss and explain the concept of economic efficiency, government intervention and economic efficiency, distribution and redistribution programs and policies, and the economic roles of both Palau and US on legal and regulatory systems at work.

*****Note: Proficiency level is 70%*****

APPENDIX D (b)

BUSINESS ADMINISTRATION PROGRAM (BU)
Signature Assignment Form

Course Number:	Course Title:	Semester Credit:	Signature Assignments:
BA 110	Introduction to Business	3	<ul style="list-style-type: none"> • Mid-Term • Final Exam • Business Plan
BA 123	Applied Business Mathematics	3	<ul style="list-style-type: none"> • Final Exam
BA 130	Accounting Principles I	3	<ul style="list-style-type: none"> • Mid-Term • Final Exam • Re-Inforcement Activities
BA 131	Accounting Principles II	3	<ul style="list-style-type: none"> • Mid-Term • Final Exam
BA 159	Principles of Macroeconomics	3	<ul style="list-style-type: none"> • Mid-Term • Final Exam • Portfolio Folder
BA 212	Intermediate Accounting I	3	<ul style="list-style-type: none"> • Mid-Term • Final Exam
BA 213	Basic Business Finance	3	<ul style="list-style-type: none"> • Mid-Term • Final Exam
BA 214	Business Law	3	<ul style="list-style-type: none"> • Mid-Term • Final Exam • Case Brief Analysis
BU 120	Business Management	3	<ul style="list-style-type: none"> • Individual Tests
BU 158	Principles of Microeconomics	3	<ul style="list-style-type: none"> • Individual Tests
BU 223	Internship OR	3	<ul style="list-style-type: none"> • Internship Training Form

APPENDIX E

***Note: Other supporting documents are attached after this page.*

Enrollment and Grades REPORT

Business Administration

Semester	Program or Department	Course and Section	Grade	Grade Count
Fall 2012	Business Administration	BU158-1	C	1
Fall 2012	Business Administration	BU158-1	W	1
Fall 2012	Business Administration	BU158-1	A	1

Number of A: 1	Number of F: 0
Number of B: 0	Number of NC: 0
Number of C: 1	
Number of D: 0	Number of AU: 0
Number of CR: 0	Number of W: 1

Enrollment: 3
Number of Pass/Credit: 2
Number of Fail/No Credit: 0
Audit: 0
Withdraw: 1

Enrollment and Grades REPORT

Summer 2013

Business Administration

Semester	Program or Department	Course and Section	Grade	Grade Count
Summer 2013	Business Administration	BU223-1	A	1
Number of A: 1		Number of F: 0	Enrollment: 1	
Number of B: 0		Number of NC: 0	Number of Pass/Credit: 1	
Number of C: 0			Number of Fail/No Credit: 0	
Number of D: 0		Number of AU: 0	Audit: 0	
Number of CR: 0		Number of W: 0	Withdraw: 0	

Enrollment and Grades REPORT

Business Administration

Semester	Program or Department	Course and Section	Grade	Grade Count
Fall 2013	Business Administration	BU120-1	A	3
Fall 2013	Business Administration	BU158-1	A	3
Fall 2013	Business Administration	BU158-1	B	1

Number of A: 6
Number of B: 1
Number of C: 0
Number of D: 0
Number of CR: 0

Number of F: 0
Number of NC: 0
Number of AU: 0
Number of W: 0

Enrollment: 7
Number of Pass/Credit: 7
Number of Fail/No Credit: 0
Audit: 0
Withdraw: 0

Enrollment and Grades REPORT

Spring 2014

Business Administration

Semester	Program or Department		Course and Section	Grade	Grade Count
Spring 2014	Business Administration		BU223-1	A	1
Number of A: 1			Enrollment: 1		
Number of B: 0			Number of Pass/Credit: 1		
Number of C: 0			Number of Fail/No Credit: 0		
Number of D: 0			Audit: 0		
Number of CR: 0			Withdraw: 0		
Number of F: 0					
Number of NC: 0					
Number of AU: 0					
Number of W: 0					

Enrollment and Grades REPORT

Business Administration

Semester	Program or Department	Course and Section	Grade	Grade Count
Fall 2014	Business Administration	BU158-1	C	3
Fall 2014	Business Administration	BU158-1	B	1
Fall 2014	Business Administration	BU158-1	A	3

Number of A: 3
Number of B: 1
Number of C: 3
Number of D: 0
Number of CR: 0

Number of F: 0
Number of NC: 0
Number of AU: 0
Number of W: 0

Enrollment: 7
Number of Pass/Credit: 7
Number of Fail/No Credit: 0
Audit: 0
Withdraw: 0

Enrollment and Grades REPORT

Business Administration

Semester	Program or Department	Course and Section	Grade	Grade Count
Spring 2015	Business Administration	BU120-1	A	3
Spring 2015	Business Administration	BU120-1	B	1
Spring 2015	Business Administration	BU120-1	C	2
Spring 2015	Business Administration	BU223-1	A	2
Number of A: 5		Number of F: 0	Enrollment: 8	
Number of B: 1		Number of NC: 0	Number of Pass/Credit: 8	
Number of C: 2			Number of Fail/No Credit: 0	
Number of D: 0		Number of AU: 0	Audit: 0	
Number of CR: 0		Number of W: 0	Withdraw: 0	

Enrollment and Grades REPORT

Business Administration

Semester	Program or Department		Course and Section	Grade	Grade Count
Summer 2015	Business Administration		BU223-1	A	4
Number of A: 4			Enrollment: 4		
Number of B: 0			Number of Pass/Credit: 4		
Number of C: 0			Number of Fail/No Credit: 0		
Number of D: 0			Audit: 0		
Number of CR: 0			Withdraw: 0		
Number of F: 0					
Number of NC: 0					
Number of AU: 0					
Number of W: 0					

Enrollment and Grades REPORT

Graduates REPORT

Business Administration

SEMESTER	DEGREE	DEGREE COUNT
Summer 2013	AS	1
Spring 2014	AS	1
Spring 2015	AS	2
Summer 2015	AS	4

Number of Classes Based on Student Enrollment REPORT

Business Administration

Semester	Program or Department	Course and Section	Enrollment
Fall 2012	Business Administration	BU158-1	3

Number of Classes with Under 10 Students: 1

Number of Classes with 10-19 Students: 0

Number of Classes with 20-29 Students: 0

Number of Classes with 30 or More Students: 0

Number of Classes Based on Student Enrollment REPORT

Summer 2013

Business Administration

Semester	Program or Department	Course and Section	Enrollment
Summer 2013	Business Administration	BU223-1	1

Number of Classes with Under 10 Students: 1

Number of Classes with 10-19 Students: 0

Number of Classes with 20-29 Students: 0

Number of Classes with 30 or More Students: 0

Number of Classes Based on Student Enrollment REPORT

Business Administration

Semester	Program or Department	Course and Section	Enrollment
Fall 2013	Business Administration	BU158-1	4
Fall 2013	Business Administration	BU120-1	3

Number of Classes with Under 10 Students: 2

Number of Classes with 10-19 Students: 0

Number of Classes with 20-29 Students: 0

Number of Classes with 30 or More Students: 0

Number of Classes Based on Student Enrollment REPORT

Business Administration

Semester	Program or Department	Course and Section	Enrollment
Spring 2014	Business Administration	BU223-1	1

Number of Classes with Under 10 Students: 1

Number of Classes with 10-19 Students: 0

Number of Classes with 20-29 Students: 0

Number of Classes with 30 or More Students: 0

Number of Classes Based on Student Enrollment REPORT

Business Administration

Semester	Program or Department	Course and Section	Enrollment
Fall 2014	Business Administration	BU158-1	7

Number of Classes with Under 10 Students: 1

Number of Classes with 10-19 Students: 0

Number of Classes with 20-29 Students: 0

Number of Classes with 30 or More Students: 0

Number of Classes Based on Student Enrollment REPORT

Business Administration

Semester	Program or Department	Course and Section	Enrollment
Spring 2015	Business Administration	BU223-1	2
Spring 2015	Business Administration	BU120-1	6

Number of Classes with Under 10 Students: 2

Number of Classes with 10-19 Students: 0

Number of Classes with 20-29 Students: 0

Number of Classes with 30 or More Students: 0

Number of Classes Based on Student Enrollment REPORT

Business Administration

Semester	Program or Department	Course and Section	Enrollment
Summer 2015	Business Administration	BU223-1	4

Number of Classes with Under 10 Students: 1

Number of Classes with 10-19 Students: 0

Number of Classes with 20-29 Students: 0

Number of Classes with 30 or More Students: 0

Number of Classes Based on Student Enrollment REPORT

Course Offering & Faculty Head Count REPORT

Business Administration

Course	Course Title	Instructor(s)	Enrollment
BU158-1	Principles of Microeconomics	Kintol, Keiden	3

Total Program/Department Classes Taught: 1

Total Online Classes: 0

Total Number of Faculty: 1

FACULTY LIST

Kintol, Keiden

Course Offering & Faculty Head Count REPORT

Business Administration

Course	Course Title	Instructor(s)	Enrollment
BU223-1	Internship	Ramarui, Robert	1

Total Program/Department Classes Taught: 1

Total Online Classes: 0

Total Number of Faculty: 1

FACULTY LIST

Ramarui, Robert

Course Offering & Faculty Head Count REPORT

Business Administration

Course	Course Title	Instructor(s)	Enrollment
BU120-1	Business Management	Kintol, Keiden	3
BU158-1	Principles of Microeconomics	Kintol, Keiden	4

Total Program/Department Classes Taught: 2

Total Online Classes: 0

Total Number of Faculty: 1

FACULTY LIST

Kintol, Keiden

Course Offering & Faculty Head Count REPORT

Business Administration

Course	Course Title	Instructor(s)	Enrollment
BU223-1	Internship	Ramarui, Robert	1

Total Program/Department Classes Taught: 1

Total Online Classes: 0

Total Number of Faculty: 1

FACULTY LIST

Ramarui, Robert

Course Offering & Faculty Head Count REPORT

Business Administration

Course	Course Title	Instructor(s)	Enrollment
BU158-1	Principles of Microeconomics	Sarfo, Sampson	7

Total Program/Department Classes Taught: 1

Total Online Classes: 0

Total Number of Faculty: 1

FACULTY LIST

Sarfo, Sampson

Course Offering & Faculty Head Count REPORT

Business Administration

Course	Course Title	Instructor(s)	Enrollment
BU120-1	Business Management	Kintol, Keiden	6
BU223-1	Internship	Ramarui, Robert	2

Total Program/Department Classes Taught: 2

Total Online Classes: 0

Total Number of Faculty: 2

FACULTY LIST

Kintol, Keiden

Ramarui, Robert

Course Offering & Faculty Head Count REPORT

Business Administration

Course	Course Title	Instructor(s)	Enrollment
BU223-1	Internship	Ramarui, Robert	4

Total Program/Department Classes Taught: 1

Total Online Classes: 0

Total Number of Faculty: 1

FACULTY LIST

Ramarui, Robert

Course Offering & Faculty Head Count REPORT
