

PLANNING/OUTCOMES DOCUMENT

| Name of person(s) completing form: | | Wilda Walker | | Curriculum/Department: | | Business Administration | |
|---|-----------------|---------------|--|--|---|-------------------------|--|
| Purpose/Mission Statement | | | | Vision Statement (3-5 years) | | | |
| The Business Administration Program prepares students with a fundamental knowledge of business functions, purposes, and an understanding of business organizations. Graduates are prepared to use lifelong learning skills to adjust to a changing work environment. Special emphasis will be placed on the knowledge, skills, and abilities needed by entrepreneurs and small business owners. | | | | The vision of the Business Administration Program is to prepare students for a successful career in business. | | | |
| Goal # | Teaching Values | College Goals | 2004-2005 Department Outcomes/Goals | Success Criteria (e.g. outcomes, enrollment increases) | Plan of Action (including resources needed) | | |
| 1 | 2,6 | 1 | Graduates will be satisfied with the skills they obtained in this program. | 90% of graduates surveyed will indicate they are satisfied with the skills gained in this program. | Monitor the results of the survey of graduates as conducted as part of the annual program review process. | | |
| 2 | 6,9 | 1 | Employers will be satisfied with the entry-level skills of graduates from this program. | 95% of employers surveyed will indicate they are satisfied with the entry-level skills of graduates from this program. | Monitor results of the survey of employers as conducted as part of the annual program review process. | | |
| 3 | 5,7 9 | 1 | All Business Administration Course Outlines will be reviewed & updated to include the knowledge, skills, and abilities needed by entrepreneurs and small business owners | 100% of the course outlines will be reviewed and revised during the current reporting period. | Review current course outlines seeking input from Business Administration faculty. Meet with internal customers (culinary, cosmetology, etc.) and instructors to seek input. Meet with area business people to seek input | | |
| 4 | 5,7 9 | 1 | Work with College Administration and other faculty to establish an entrepreneurial program. Work with faculty and students to establish an entrepreneurial club. | At the end of the current reporting period, SCC will have an entrepreneurial advisory council and an entrepreneurial club. | Work with College Administration and faculty to establish advisory council. Work with faculty and staff to establish entrepreneurial club to encompass all program areas in career technologies. | | |
| 5 | 2 | 1 | Graduates of this program will be academically prepared to succeed at a four-year university. | 90% of graduates who elect to transfer to a university in the UNC System will have a 3.00 or higher GPA after one year. | Monitor results of the annual Transfer Performance Report produced by UNC General Administration. | | |

| Goal | Criteria Results Be sure to utilize most current data available | End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to your program, contingencies, etc.) Describe how you used the results to improve your program |
|------|---|---|
| 1 | 100% of graduates surveyed indicated they are satisfied with the skills gained in this program. | Students have access to and are instructed using the latest computer technology. Focus is placed on incorporating the different learning methodologies to engage them in the learning process. Business curricula afford students the opportunity to acquire the knowledge, skills, and abilities to prepare them for success in the current business environment. |
| 2 | 100% of employers surveyed indicated they were satisfied with the entry-level skills of Business Administration graduates. | Business courses that are taught give students the opportunity to acquire and practice the knowledge and skills needed to be successful. Current curricula has been assessed and recommendations have been made to meet the business demands. |
| 3 | The business course outlines are in the process of being revised. | During this report period< course outlines have been reviewed. Met with peers to discuss how courses need to be revised to incorporate the knowledge, skills, and abilities needed by entrepreneurs and small business owners. Course revisions will be finalized this summer. Will add an entrepreneurial focus to current class outlines. |
| 4. | Met with the Business Administration Advisory Committee to seek their input and to explain to them that our focus for the coming year. | Advisory Committee has some good suggestion about how to add an entrepreneurial focus to our current program. Several recommendations have been made to make changes based on their input. Met with local business leaders seeking input as ways are sought to incorporate an entrepreneurial focus. Met with students to determine if any were interested in forming an entrepreneurship club. Idea temporarily suspended until further interest can be developed. Met with local professors of entrepreneurship to discuss their material and how we might incorporate it into our current curricula. |
| 5. | No information is available to determine if 90% of graduate who elect o transfer to a university in the UNC System will have a 3.00 or higher GPA after one year. | If information is not available, will drop this goal for the upcoming year. |