



**Cycle: 2018-21**

**CERTIFICATE IN APPLIED SCIENCE WITH A MAJOR IN MANAGEMENT**

**Program Mission Statement:**

This program focuses on management with an emphasis on the basic skills necessary to be a manager. Students are taught planning, staffing, organizing, leading and monitoring skills. Additional skills include: a basic understanding of the laws that affect business, essential accounting concepts, management and leadership skills, and being successful in a global business environment.

**Division:** Technical and General

**AVP:** Dan Averette

**Department Chair:** Pete Gioldasis

**Director:** Pete Gioldasis

**SACSCOC Standard:** 8.2A

**Accrediting Agency:**  Yes  No

**Name:** N/A

**Certification Exam(s):**  Yes  No

**Agency Name:** N/A **Credential:** N/A

Program Student Learning Outcome	Monitoring Year
1. At the completion of the Management degree program, students will be able to prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.	2018-2019
2. At the completion of the Management degree program, students will be able to communicate effectively using best practices prevailing in the business environment.	2019-2020
3. At the completion of the Management degree program, students will be able to analyze and prepare business information using appropriate software.	2020-2021

## STUDENT LEARNING OUTCOMES FOR CAS.MGTC – 2018-2019

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed.	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? <b>NOTE: include student ratio with all results.</b>	How will you use this information to improve the program?
At the completion of the Management degree program, students will be able to prepare financial statements and reports in accordance with Generally Accepted Accounting Principles.	ACC 111 - Organizational Accounting	Practice Set Test to demonstrate the ability to prepare financial statements and reports.	70% of students will achieve 70% or more on the Practice Set Test.	Spring 2019	78% of students (32 out of 41) achieved 70% or more on the Practice Set Test.  The lowest score for this artifact was 8% and the highest was 100%. The cohort average for this event was 83%.	The expected level of learning was met.  Plan for continuous improvement:  Continue to utilize Pearson's MyAccountingLab for immediate feedback to illustrate and master concepts.  Continue to spend class time on the ACC 111 Practice Set to monitor individual progress and provide instructional support.

## STUDENT LEARNING OUTCOMES FOR CAS.MGTC – 2019-2020

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed.	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? <b>NOTE: include student ratio with all results.</b>	How will you use this information to improve the program?
At the completion of the Management degree program, students will be able to communicate effectively using best practices prevailing in the business environment.	MGT 101- Principles of Management	Chapter 15 Communications Assignment; assignment to demonstrate to communicate effective communication.	70% of students will demonstrate effective writing communication by achieving 70% of in the writeup of a news article.	Spring 2020	100% of students (32 out of 32) made a 70% or more on the Managing Communications assignment.  The lowest score for this artifact was 70% and the highest was 88%. The cohort average for this event was 80%.	The expected level of learning was met.  Plan for continuous improvement:  Since all the students met the threshold, the assignment will be made more challenging. The students will be required to find three articles about the same management issue and discuss the similarities and differences between them.

## STUDENT LEARNING OUTCOMES FOR CAS.MGTC – 2020-2021

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed.	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? <b>NOTE: include student ratio with all results.</b>	How will you use this information to improve the program?
At the completion of the Management degree program, students will be able to analyze and prepare business information using appropriate software.	MGT 206 - Management Spreadsheets	Capstone Excel Project to demonstrate the ability to analyze and prepare business information using appropriate software.	70% of the MGT 206 students during the fall semester will successfully complete the capstone excel project that demonstrates the ability to analyze and prepare business information using appropriate software with a 70% of higher.	Fall 2020	81% of students (13 out of 16) made 70% or more on the Excel Capstone Project.  The lowest score for this artifact was 0% and the highest was 100%. The cohort average for this event was 71%.	The expected level of learning was met.  Plan for continuous improvement:  Continue to utilize Cengage’s SAM intermediate and advanced excel step by step projects that provide immediate feedback to help master concepts.  Continue to use Cengage’s SAM training videos to show individual steps that help provide students mastery of excel functions.

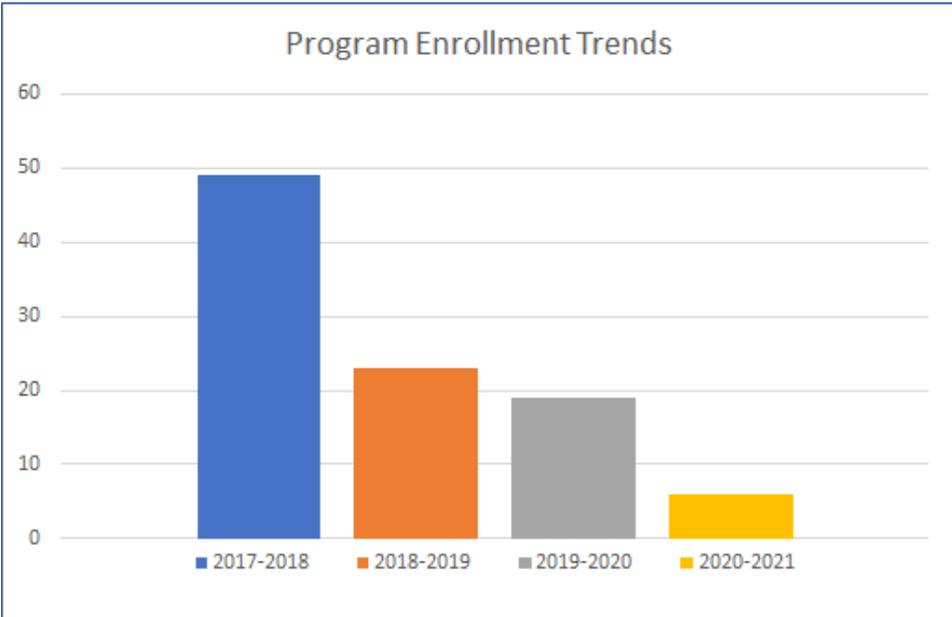
## **CONTINUOUS STUDENT IMPROVEMENT**

From 2018 to 2021 faculty worked on continuous improvement goals established by the department and approved by the College. All three of the PSLOs met the threshold set by the college and we are excited to work hard during the 2021-2024 years in order to improve the same goals set up the department and the College.

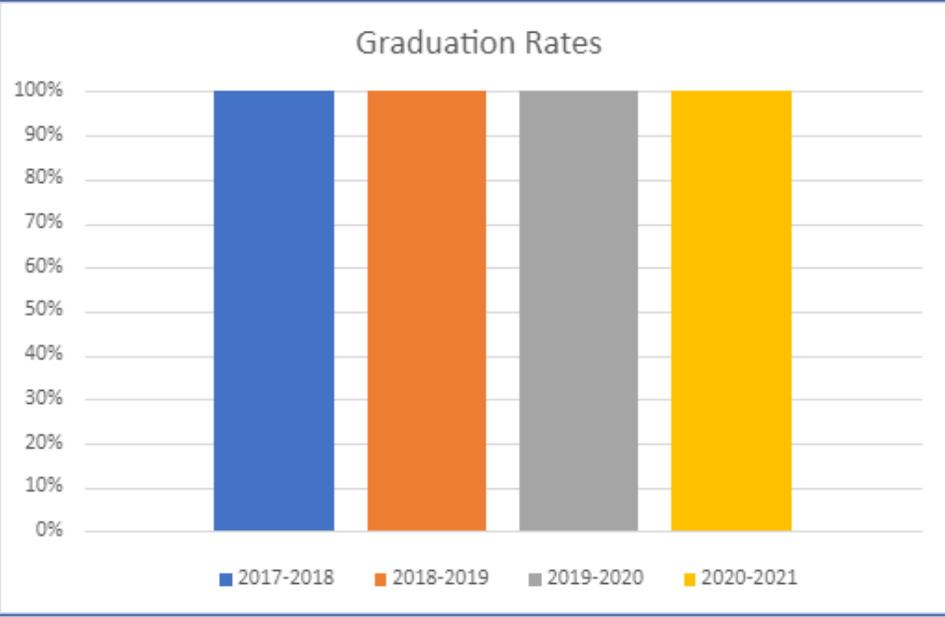
In order to improve the effectiveness of the teaching of the ACC 111, the instructor uses the homework assignments to identify students' weaknesses. By having a better understanding where students need help, the instructor has been more effective in preparing the students for their Practice Set. The Practice Set is a cumulative test for the course.

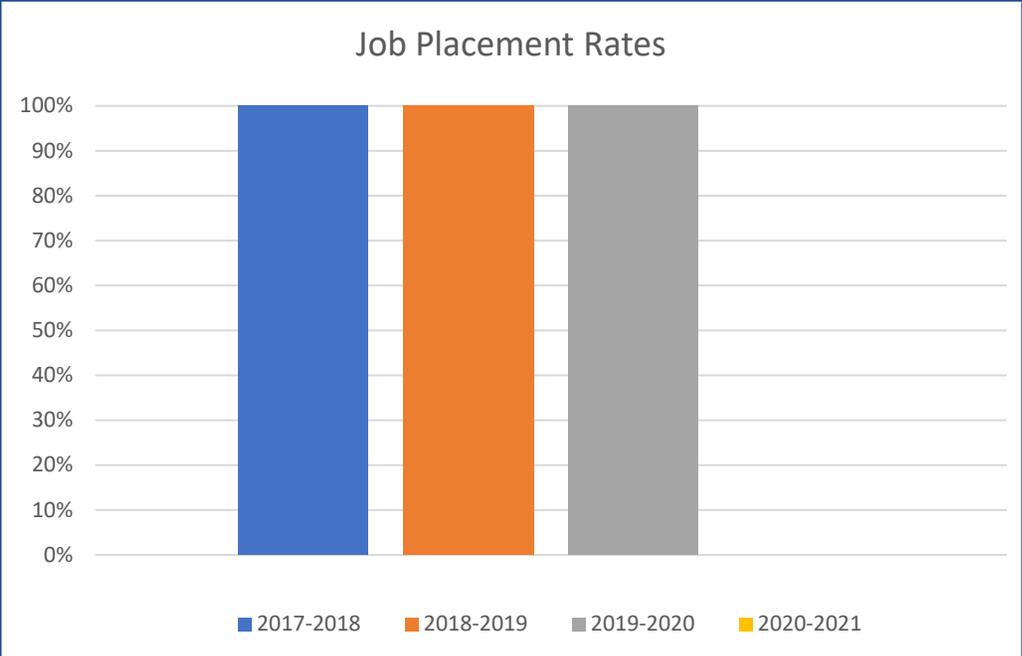
During these past three years, the department has made a few changes to streamline and enhanced this certificate for higher success rates. We have put in place semester layouts including a summer semester where classes are now offered when they are scheduled only. This certificate now can be completed in one academic year (3 semesters Fall, Spring and Summer) while in the past it was schedule for 2 years (Fall, Spring, Fall, and Spring). We have added more transfer courses in this Certificate such as BUS 101 (Introduction to Business) and CPT 170 (Micro Computer Applications). We took the recommendation of our Advisory and DACUM committees and we added more Excel into our program with the addition of the MGT 206 (Managing Spreadsheets) class.

## PROGRAM VITAL STATISTICS

Indicator	Trend Analysis	Action Plans										
 <p style="text-align: center;"><b>Program Enrollment Trends</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th>Enrollment</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>49</td> </tr> <tr> <td>2018-2019</td> <td>23</td> </tr> <tr> <td>2019-2020</td> <td>19</td> </tr> <tr> <td>2020-2021</td> <td>6</td> </tr> </tbody> </table>	Year	Enrollment	2017-2018	49	2018-2019	23	2019-2020	19	2020-2021	6	<p>Enrollment has been trending down across all colleges and degrees. In this case many students that receive this certificate do not claim it as their listed major is the Management Degree and not the Certificate.</p>	<p>As you will see in the below analysis, this certificate being a staggered to the Accounting Degree does not get claimed often as the students still receive it when they graduate.</p>
Year	Enrollment											
2017-2018	49											
2018-2019	23											
2019-2020	19											
2020-2021	6											

Indicator	Trend Analysis	Action Plans										
<p style="text-align: center;"><b>Fall to Spring Persistence</b></p> <table border="1"> <caption>Fall to Spring Persistence Data</caption> <thead> <tr> <th>Year</th> <th>Persistence Rate</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>75%</td> </tr> <tr> <td>2018-2019</td> <td>40%</td> </tr> <tr> <td>2019-2020</td> <td>55%</td> </tr> <tr> <td>2020-2021</td> <td>100%</td> </tr> </tbody> </table>	Year	Persistence Rate	2017-2018	75%	2018-2019	40%	2019-2020	55%	2020-2021	100%	<p>Our persistence rate from Fall to Spring has been increasing during the last three of the past four years.</p>	<p>The department has introduced semester layouts starting 2021 Fall that was not the case before and that will help with persistence even more.</p>
Year	Persistence Rate											
2017-2018	75%											
2018-2019	40%											
2019-2020	55%											
2020-2021	100%											

Indicator	Trend Analysis	Action Plans										
<p style="text-align: center;"><b>Graduation Rates</b></p>  <table border="1" data-bbox="115 235 1060 852"> <caption>Graduation Rates Data</caption> <thead> <tr> <th>Year</th> <th>Graduation Rate</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>100%</td> </tr> <tr> <td>2018-2019</td> <td>100%</td> </tr> <tr> <td>2019-2020</td> <td>100%</td> </tr> <tr> <td>2020-2021</td> <td>100%</td> </tr> </tbody> </table>	Year	Graduation Rate	2017-2018	100%	2018-2019	100%	2019-2020	100%	2020-2021	100%	<p>Not many students claim this certificate. The students in our Management Degree can automatically earn this certificate and that is why the high percentage graduation rates.</p>	<p>Graduation rates are high since all the Management Major degree students can earn the Management Certificate automatically.</p>
Year	Graduation Rate											
2017-2018	100%											
2018-2019	100%											
2019-2020	100%											
2020-2021	100%											

Indicator	Trend Analysis	Action Plans										
<p style="text-align: center;"><b>Job Placement Rates</b></p>  <table border="1" data-bbox="128 266 1150 922"> <caption>Job Placement Rates Data</caption> <thead> <tr> <th>Year</th> <th>Rate (%)</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>100%</td> </tr> <tr> <td>2018-2019</td> <td>100%</td> </tr> <tr> <td>2019-2020</td> <td>100%</td> </tr> <tr> <td>2020-2021</td> <td>0%</td> </tr> </tbody> </table>	Year	Rate (%)	2017-2018	100%	2018-2019	100%	2019-2020	100%	2020-2021	0%	<p>The job placement rates for the Management Certificate are high due to the fact that our graduates are very marketable in our area.</p>	<p>The department will continue to be in communication with industry through Advisory and DACUM committees so we can keep providing graduates into the job market pipeline.</p>
Year	Rate (%)											
2017-2018	100%											
2018-2019	100%											
2019-2020	100%											
2020-2021	0%											

\*Values and formulas used to generate program vital statistics and charts provided by Gary Ancheta.