

**Systematic Program Assessment Plan**  
**Academic Years 2017-2022**  
**ADOF**

CPC	Outcomes What?	Competencies How?	Where to Measure?	Responsible Unit Who?	Performance Measurements Means/Instruments	Performance Indicators	Measurement Date
Ethics	Analyzes an ethics scenario or case using ethics tests or approaches such as reversibility, harm, and publicity.	Students will identify ethical and global issues embodied in realistic scenarios or cases.	SIT	OAA	Standardized Institutional Test (SIT)	Students should achieve an average score of 70% or higher.	Spring Semester
Information System	Develop technological knowledge and skills in order to interact actively in the organizational environment and community.	Make appropriate use of technology, dominate the content and application of various computer programs for integrating knowledge transfer them to the workplace.	ADOF 4005	Faculty Members/OAA	SAM (Practice)-Exercise in SAM-Cengage Platform	Students should achieve an average score of 70% or higher.	Fall Semester
					SIT (theory)	Students should achieve an average score of 70% or higher.	Spring Semester
Management	Understand business concepts related to management	Understand business concepts related to management	SIT	OAA	SIT	Students should achieve an average score of 70% or higher	Spring Semester
Accounting	Apply the generally accepted accounting principles when communicating financial information.	Record financial transactions and complete the accounting cycle.	CONT 3011 - Financial Accounting Principles I (2017-2019)	Faculty Members/OAA	Internal Comprehensive exercise (Connect platform)	Students should achieve an average score of 70% or higher.	Fall Semester
					SIT	Students should achieve an average score of 70% or higher.	Spring Semester
Global Dimension	Students will demonstrate basic knowledge of international business concepts and trends.	Students will understand international business concepts.	SIT	OAA	SIT	Students should achieve an average score of 70% or higher.	Spring Semester
Statistics	Development of knowledge in the basic terminology of statistics.	Students will demonstrate basic understanding of the statistic terminology.	ADOF 4020-Training Electronic Equipment	Faculty Members	SIT	Students should achieve an average score of 70% or higher.	Spring Semester
Business Finance	Students will apply basic finance terminology.	Demonstrate proficiency and understanding of the basic finance concepts.	CONT 3011 - Financial Accounting Principles I (2017-Fall 2019)	Faculty Members	SIT	Students should achieve an average score of 70% or higher.	Spring Semester
Communication Skills in Spanish	Communicate effectively with others utilizing proper forms of communication methods.	Demonstrate proficiency in listening, writing, oral and presentation skills.	ESPA 3215-Expression and communication in business	Faculty Members	Course embedded Direct/Internal	Students should achieve an average score of 70% or higher.	Fall Semester
Communication Skills in English	Communicate effectively with others utilizing proper forms of communication methods.	Demonstrate proficiency in listening, writing, oral and presentation skills.	ADOF 3017-Keyboards and Applications II	Faculty Members	Program Standardized Rubrics (PSR) <ul style="list-style-type: none"> <li>Rubric used to evaluate the students application of language skills in written documents in English.</li> </ul>	Students should achieve an average score of 70% or higher.	Spring Semester

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Business Policies or Comprehensive Integrating Experience	Develop managerial knowledge and skills in order to effectively interact in the affairs related to the administration of office systems in the organization.	Dominate the particular skills of their specialty in accordance with the standards of excellence of its program.	ADOF 4025-Practicum	Faculty Members	<p><b>External-Direct: (Supervisors)</b></p> <p>Program Standardized Rubric-Intern's Performance by Employers. *The rubric evaluates the following learning outcomes:</p> <ul style="list-style-type: none"> <li>o Communication skills</li> <li>o Accounting</li> <li>o Information Systems</li> <li>o Management</li> <li>o Business Ethics</li> <li>o Managerial knowledge related with the program</li> </ul> <p><b>Internal-Direct: (Professors)</b></p> <p>Program Standardized Rubric-Intern's Performance by Professors. *The rubric evaluates the following learning outcomes:</p> <ul style="list-style-type: none"> <li>o Communication skills</li> <li>o Accounting</li> <li>o Information Systems</li> <li>o Management</li> <li>o Business Ethics</li> <li>o Managerial knowledge related with the program</li> </ul>	<p>85% of the students will obtain 75% or more in the mastery of the knowledge and skills of the field.</p> <p>85% of the students will obtain 75% or more in the mastery of the knowledge and skills of the field.</p>	Spring Semester
Marketing	Develop managerial and entrepreneurship knowledge and creative skills in order to interact effectively within the organization with business related affairs.	Develop specialized skills in marketing to make an effective business plan.	MERC 3115-Principles of Marketing Effective Aug 18-19 → BSBA From the academic year 2019-2020 onwards → SIT	Faculty Members	SIT	Students should achieve an average score of 70% or higher.	Spring Semester
Business Legal Environment	Understand the legal and regulatory environment of business.	Identify the legal issues in different business situations.	ADMI 4001-Business Law I Effective Aug 18-19 → BSBA From the academic year 2019-2020 onwards → SIT	Faculty Members	SIT	Students should achieve an average score of 70% or higher.	Spring Semester
		Differentiate both sides of a legal controversy.	ADMI 4001-Business Law I Effective Aug 18-19 → BSBA From the academic year 2019-2020 onwards → SIT	Faculty Members	SIT	Students should achieve an average score of 70% or higher.	Spring Semester
		Make arguments in favor and against of each side of a legal controversy.	ADMI 4001-Business Law I Effective Aug 18-19 → BSBA From the academic year 2019-2020 onwards → SIT	Faculty Members	SIT	Students should achieve an average score of 70% or higher.	Spring Semester
		Take appropriate action to solve a legal controversy.	ADMI 4001-Business Law I Effective Aug 18-19 → BSBA From the academic year 2019-2020 onwards → SIT	Faculty Members	SIT	Students should achieve an average score of 70% or higher.	Spring Semester

\*Revisado en reunión de avalúo de ADOF: 3/18/2021