

(for Academic Programs)

AP Full Official	A.S. Business Administration		
Campus	National	AP Review Submission Date	March 28, 2014
Completed by	Business Division Faculty	AR Review Cycle	Spring 2011-Fall 2013
Program Mission			
An effective program mission statement should be linked to the College mission statement and be written in a language so that students and parents can understand it.			

Development of the private sector as key to promoting national economic self-sufficiency/ self-reliance is one of the goals of the College of Micronesia-FSM. The A.S. in Business Administration Program addresses this goal by offering courses designed to:

1. Equip those entering the business world with basic knowledge and entry-level skills appropriate for future employment or entrepreneurial pursuits.
2. Upgrade skills for those already employed or engaged in business.
3. Provide a firm foundation in terms of basic knowledge and skills as stepping stone for those wanting to pursue a higher degree in the field.

Program Goals
Program goals are broad statements concerning knowledge, skills, or values that the faculty members expect the graduating students to achieve.

The student will be able to demonstrate basic knowledge and/or skills in:

1. The different functional areas of business – accounting, management, marketing, economics, and finance – by emphasizing their importance in an organization and describing their interrelationship in the organization’s attempt to achieve its objectives.
2. The use of cost and managerial accounting concepts and techniques as management tools for planning, controlling, evaluating performance and making decisions.
3. Business mathematics and elementary statistics by accurately performing common business computations, statistical data presentation and analysis.
4. Intercultural writing and speaking appropriate for business.
5. The legal environment and ethical challenges confronting business in general and in the FSM, from both local and global perspectives.

Program History
This section describes the history of the program. This includes the date and reason of implementation, significant milestones in the development of the program, and significant current activities.

The Associate of Science degree in Business Administration was added to COM-FSM’s offering in 1974 and the Associate of Science degree in Accounting in 1989. The programs

were run side by side and were constantly updated to reflect changes in the job market and in academia.

In 2002, upon recommendation by the Business Programs Advisory Council, accounting and business merged into one program – the Associate of Science in Business Administration.

The program learning outcomes (above) were adopted in Spring 2004.

As a result of a program evaluation made in February 2009, the program was modified, reducing the Program Learning Outcomes (PLOs) from nine to five, and increasing the graduation requirements from 68 to 70 credits. The changes were implemented in Fall 2010.

The Young Executives Society (YES!) was formed in March 2012. Among its purposes are: 'To promote business administration programs at the College of Micronesia-FSM to four year level to enable students to earn bachelor's degree in business administration,' and, 'To promote COM-FSM as the recruiting ground for public and private sector employers interested in the recruitment of students who successfully completed their studies in the field of business administration.'

In order to promote partnership between local businesses/employers and the college, and in line with its goal to establish a services network for community, workforce, and economic development, the new Business Advisory Council convened in Kolonia in October 2012 thru the initiative of the Business Administration Division.

Program Description

The program description describes the program, including its organization, relationship to other programs in the system, program design, degree(s) offered, and other significant features of the program, such as elements/resources for forward-looking new program contributions to the state's economy, or specialized program accreditation.

Organization. The A.S. in Business Administration program, together with the A.S. in Computer Information Systems and the Third Year Certificate programs in Accounting and in General Business, operates under the Business Administration Division.

Program Design and relationship to other programs in the system. The program is designed to allow students who complete it, entry into the Third Year Certificate program in Accounting or in General Business, or transfer to a four-year college. Students may also choose to seek employment immediately upon graduation.

Program Admission Requirements

This section describes the requirements for admission into the program and other requisites.

Applicants must meet the following admission requirements to be matriculated into this degree program:

1. Have graduated or will graduate from high school at the end of the current school year, or have a GED certificate;

2. Have a minimum high school grade point average of 2.0 as measured on a 4.0 scale, or a minimal score of 35 on each section and an average of 45 for all five sections of the GED test; and,
3. Be accepted by the COM-FSM Admissions Board.

Program Certificate/Degree Requirements

This section specifies the requirements for obtaining a certificate/degree in the program, including specific courses, sequencing of courses, total credits, internships, practical, etc.

An Associate Degree in Business Administration is awarded upon satisfactory completion of the 29 credits of applicable General Education Core and 41 credits of the major courses, for a total of 70 credits. Before enrolling in any given course or advancing to the next-level course, students must first complete the corresponding prerequisite(s).

The program's major courses, their brief descriptions and prerequisites are given below.

AC 131 Accounting I (4) (F, Sp, Su) *

Prerequisite: ESL 089, MS 099

This course establishes a foundation for the understanding of the nature of accounting, basic accounting concepts and principles, and the complete accounting cycle for service and merchandising types of business operation. Extensive coverage is devoted to the use of various accounting forms and the performance of basic accounting functions including, but not limited to, recording and posting business transactions, preparing a trial balance, work sheet, and simple financial statements. The importance of internal control for cash, preparing bank reconciliation, and performing limited analysis of basic financial reports are also included.

AC 220 Accounting II (4) (F, Sp, Su) *

Prerequisite: AC 131

This course builds on the understanding of accounting principles and introduces new concepts in accounting for: payroll; accounts receivable and bad debts; notes and interest; inventory; depreciation, amortization and depletion of long-term assets; partnerships and corporations.

AC 250 Managerial Accounting (3) (F, Sp, Su)

Prerequisite: AC 220

This course develops concepts and potential ethical issues related to the accounting information that managers need in carrying out three essential functions within the business enterprise, such as how to plan operations, to control activities and to make decisions.

BU 101 Introduction to Business (3) (F, Sp, Su) **

Prerequisite: ESL 089

Establishes a foundation for the understanding of contemporary business functional areas of business: management and organization, human resources, marketing, financing, accounting, and information systems. Business ethics and social responsibility, the global business environment and basic FSM business laws/ regulations are also covered.

BU 250 Principles of Finance (3) (F, Sp) *

Prerequisite: AC 220 and BU/MS 110

This course provides an introduction to the role and objective of financial management with focus on shareholder wealth maximization, examines both analytical tools and descriptive materials that are useful in the evaluation of financial performance, and explores the domestic and international financial marketplace, the time value of money, analysis of risk and return, capital budgeting and cash flow analysis.

BU 260 Fundamentals of Management (3) (F, Sp) *

Prerequisite: BU 101

Enables the students to develop an understanding of management and organization. The course focuses on important management functions such as planning, organizing, leading, and controlling for successful managerial activities. Students learn how successful managers use organizational resources through organizational functions in order to effectively and efficiently achieve organizational objectives.

BU 270 Principles of Marketing (3) (F, Sp) *

Prerequisite: BU 101

Introduces students to the basic concepts of marketing such as consumer behavior, marketing research and information systems, segmentation strategy, as well as the 4Ps. Students are also introduced to international marketing and to the broader marketing environment, including political/legal, economic, demographic, competitive and ethical issues.

BU 271 Business Law (3) (F, Sp) *

Prerequisites: BU 101, AC 131

Introduces the FSM and the US legal system as it relates to contracts, agency and employment, property, sales, business organization and government regulation. Students are provided an overview of the FSM Constitution and the basic principles of court organization, and a survey of tort law as applied to both the FSM and the US.

BU/MS 110 Business Math (3) (F, Sp) *

Prerequisite or co-requisite: MS 100

Emphasizes performing common computations found in the various functional areas of business. Students use of graphs, equations, ratio and proportion, percentage, and measurement systems to solve typical business problems such as the calculation of trade and cash discounts, markups, taxes, employee compensation, simple and compound interest, depreciation, inventory valuation, bonds and stocks, basic financial statement analysis, and business statistics.

EC 220 Principles of Microeconomics (3) (F, Sp, Su) *

Prerequisites: MS 099, ESL 089, BU 101

This course provides an introduction to the central concepts of microeconomic analysis and decision-making, such as scarcity, allocation of resources, demand and supply, elasticity and marginal utility. The concepts are then used to explain and analyze market structures, including perfect competition and monopoly. Other topics may include analysis of labor markets, property rights and international economic.

EC 230 Macroeconomics (3) (F, Sp, Su) **Prerequisite: EC 220*

This introductory course in macroeconomics analyzes the aggregate economic activity in the national economy and its link with the rest of the world. Emphasis is placed on basic principles involved in the determination of the level of national output, the aggregate price level, money supply, exchange rate, employment and unemployment, inflation, fiscal and the monetary policies. It further provides a broad understanding of economic growth and its implications on the economy.

EN/BU 121 Business Communication (3) **Prerequisites: BU 101, CA 100*

This course focuses on introducing students to writing and speaking skills appropriate for business. Business writing and oral skills are emphasized, including internal and external business correspondence, employment correspondence, business etiquette, interviewing skills, presentation-giving, intercultural communication and verbal/non-verbal communication. It also focuses on “intercultural writing and speaking appropriate for business”.

MS 150 Introduction to Statistics (3) **Prerequisite: ESL 089 and passing any 100 level or higher mathematics course.*

A one semester course designed as an introduction to the basic ideas of data presentation, descriptive statistics, linear regression, and inferential statistics including confidence intervals and hypothesis testing. Basic concepts are studied using applications from health, education, business, social science, and the natural sciences. The course uses spreadsheet software for both data analysis and presentation.

Program Courses and Enrollment

This section lists courses offered in the program, including number of sections, course enrollment, section fill rates, and redundancy of courses across the institution.

Fall 2013 Program Courses and Enrollment						
Course	Chuuk	Kosrae	National	Pohnpei	Yap	Students
AC131	11		42			53
AC220			22			22
AC250			20			20
BU101	10		73	18		101
BU250			22			22
BU260			23			23
BU270			26			26
BU271			20			20
BU310			16			16
BU/MS110			26			26
EC220			27			27
EC230			24			24

Program Faculty

This section reports the faculty of the program, including full-time and part-time faculty. The degrees held and rank are provided for the full-time and part-time faculty. Finally, provide the faculty student ratio for the program.

The Business Division is chaired by Mr. Joseph Felix, Jr. Five full-time instructors from the Business Division teach the major program courses as of Spring 2011.

Division Chair as of Spring 2013:

Joseph Felix, Jr.

Full-time Professor; B.A. (Park College, Missouri); M.S. (National University, San Diego).
Email: felixjr@comfsm.fm

Full-time Program Instructors as of Spring 2013:

Rafael Pulmano, CPA

Full-time Associate Professor; Bachelor of Science in Commerce, Major in Accounting (Saint Michael's College of Laguna, Philippines); Certified Public Accountant (Philippine Board of Accountancy, since 1982); Master in Business Administration (National College of Business and Arts, Philippines). Web site: <http://comfsm.fm/~pulmano/> Email: pulmano@comfsm.fm

Marlene Mangonon

Full-time Assistant Professor; Bachelor of Science in Data Processing Management (Polytechnic University of the Philippines); Master in Business Administration (Virgen Milagrosa University, Philippines). Web site: <http://comfsm.fm/~mmmangonon/> Email: mmmangon@comfsm.fm

Marian Medalla, CPA

Full-time Assistant Professor; Bachelor of Science in Accountancy (Mindanao State University, Philippines); Certified Public Accountant (Philippine Board of Accountancy, since 2001); Master in Business Administration (Notre Dame of Dadiangas College, Philippines). Email: marian_gratia@comfsm.fm

George Mangonon

Bachelor of Science in Mathematics (University of the Philippines); Master in Business Administration (Virgen Milagrosa University, Philippines).
Web page: <http://www.comfsm.fm/~gmangonon/>
Email: gmangonon@comfsm.fm

Timothy Mamangon

Full-time Instructor; Bachelor of Science in Commerce major in Business Economics (Saint Louis University, Baguio City, Philippines); Master in Education, major in Math (Pangasinan State University, Philippines)
Email: timothy@comfsm.fm.

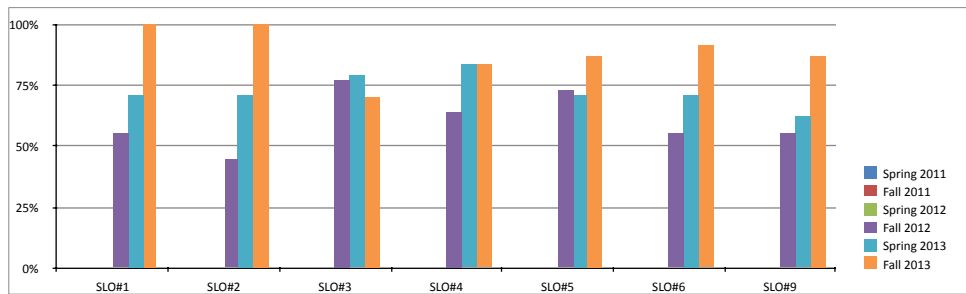
Program Indicators

This section provides the data for analyzing the extent to which the program has achieved the established outcomes and criteria. This is the most important part of the program review. The data that will be collected and evaluated are the following:

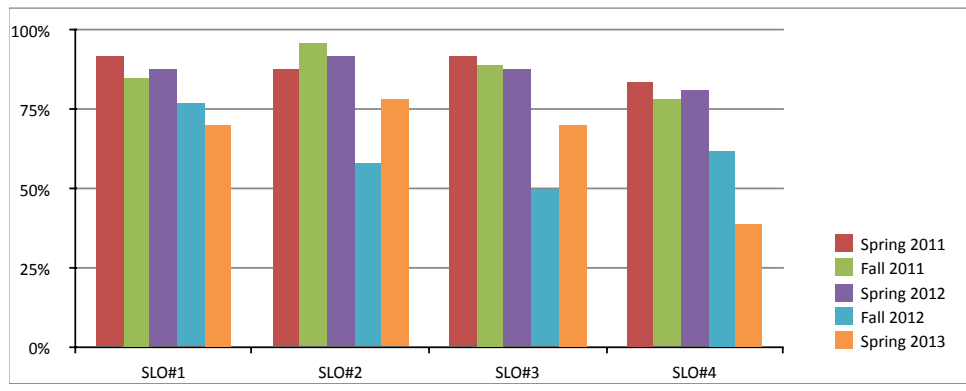
Assessment of course student learning outcomes of program courses

Following are assessment of SLOs of selected program courses:

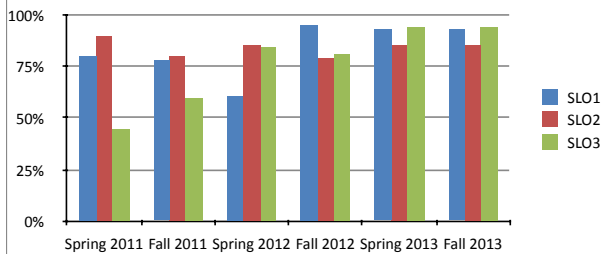
BU 101	Course Learning Outcome																		No of Students
	SLO#1	Count	SLO#2	Count	SLO#3	Count	SLO#4	Count	SLO#5	Count	SLO#6	Count	SLO#7	Count	SLO#8	Count	SLO#9	Count	
Spring 2011																			
Fall 2011																			
Spring 2012																			
Fall 2012	55%	12	45%	10	77%	17	64%	14	73%	16	55%	12	64%	16	68%	15	55%	9	22
Spring 2013	71%	17	71%	17	79%	19	83%	20	71%	17	71%	17	62%	15	62%	15	62%	15	24
Fall 2013	100%	23	100%	23	70%	16	83%	19	87%	20	91%	21	87%	20	87%	20	87%	20	23
	75%	17	72%	17	75%	17	77%	18	77%	18	72%	17	71%	17	72%	17	68%	15	73%



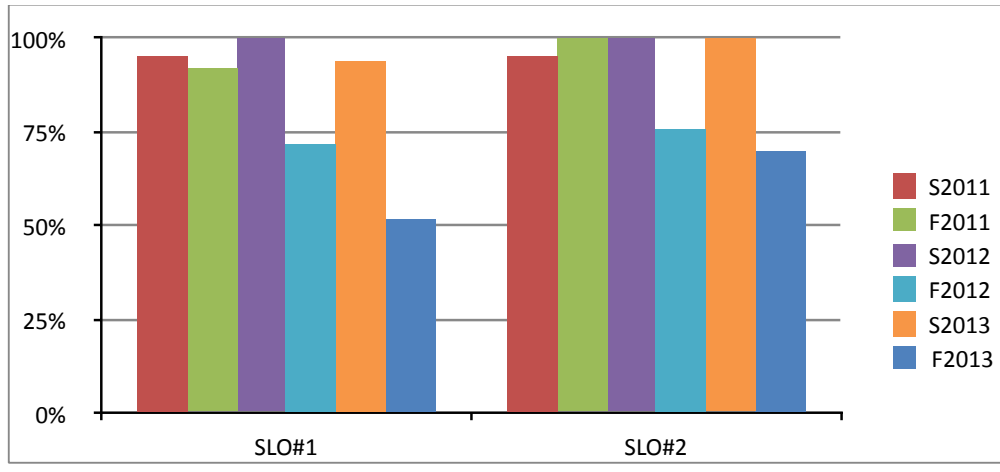
BU 110	Course Learning Outcome								No of Students
	SLO#1	Count	SLO#2	Count	SLO#3	Count	SLO#4	Count	
Spring 2011	92%	23	88%	22	92%	23	84%	21	25
Fall 2011	85%	23	96%	26	89%	24	78%	21	27
Spring 2012	88%	23	92%	24	88%	23	81%	21	26
Fall 2012	77%	20	58%	15	50%	13	62%	16	26
Spring 2013	70%	16	78%	18	70%	16	39%	9	23
Fall 2013	77%	20	81%	21	81%	21	77%	20	26
	82%		82%		78%		70%		78%



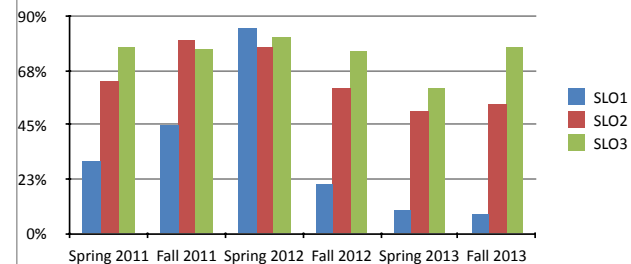
BU 250	Course Learning Outcome			
	SLO#1	SLO#2	SLO#3	No of Students
Spring 2011	80%	90%	44%	25
Fall 2011	78%	80%	60%	25
Spring 2012	60%	85%	84%	24
Fall 2012	95%	79%	81%	21
Spring 2013	93%	85%	94%	20
Fall 2013	93%	85%	94%	18
	83%	84%	76%	81%



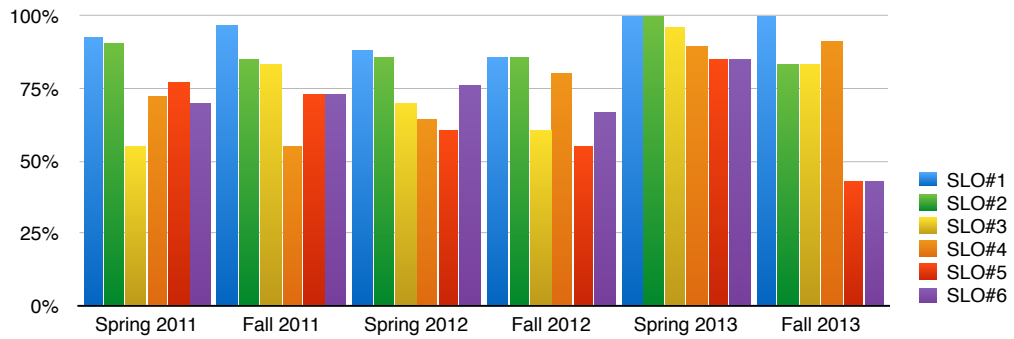
BU 270	Course Learning Outcome							
CY	SLO#1		SLO#2		SLO#3		NO. STUDENTS	Withdraw
	SLO SUCCESS RATE		SLO SUCCESS RATE		SLO SUCCESS RATE			
S2011	95%	20	95%	20	95%	20	21	4
F2011	92%	22	100%	24	88%	21	24	1
S2012	100%	20	100%	20	100%	20	20	5
F2012	72%	18	76%	19	60%	15	25	0
S2013	94%	15	100%	16	94%	15	16	8
F2013	52%	12	70%	16	83%	19	23	2



BU 271	Course Learning Outcome			
	SLO#1	SLO#2	SLO#3	No of Students
Spring 2011	30%	63%	77%	25
Fall 2011	45%	80%	76%	25
Spring 2012	85%	77%	81%	25
Fall 2012	20%	60%	75%	24
Spring 2013	10%	50%	60%	24
Fall 2013	8%	53%	77%	24
	33%	64%	74%	57%



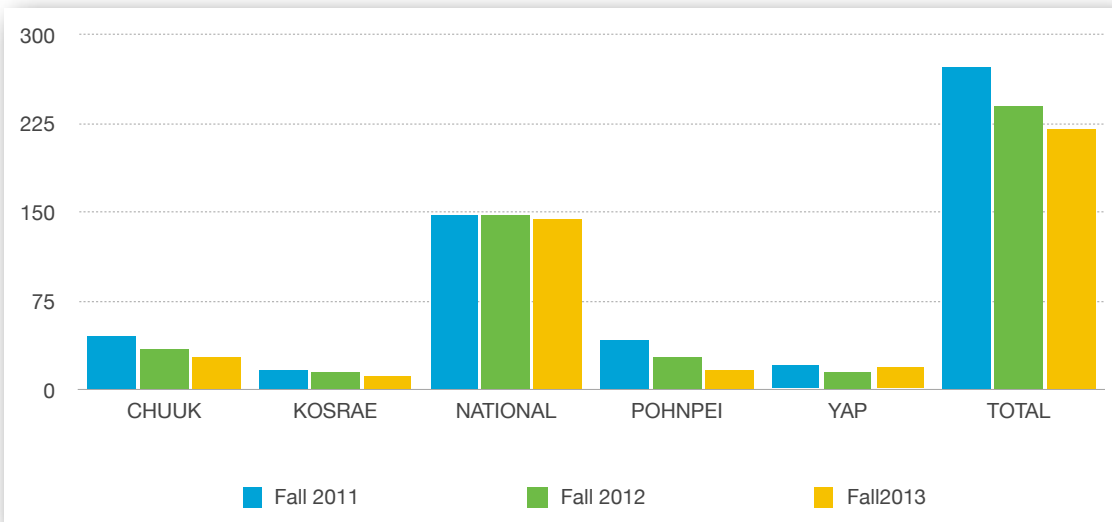
EC 230	Course Learning Outcome												No of Students
	SLO#1	Count	SLO#2	Count	SLO#3	Count	SLO#4	Count	SLO#5	Count	SLO#6	Count	
Spring 2011	93%	23	90%	23	55%	14	72%	18	77%	19	70%	18	25
Fall 2011	97%	23	85%	20	83%	20	55%	13	73%	18	73%	18	24
Spring 2012	88%	21	86%	21	70%	17	64%	15	60%	14	76%	18	24
Fall 2012	86%	22	86%	22	60%	15	80%	20	55%	14	67%	17	25
Spring 2013	100%	26	100%	26	96%	25	90%	23	85%	22	85%	22	26
Fall 2013	100%	24	83%	20	83%	20	91%	22	43%	10	43%	10	24
	94%	23	88%	22	75%	18	75%	19	66%	16	69%		78%



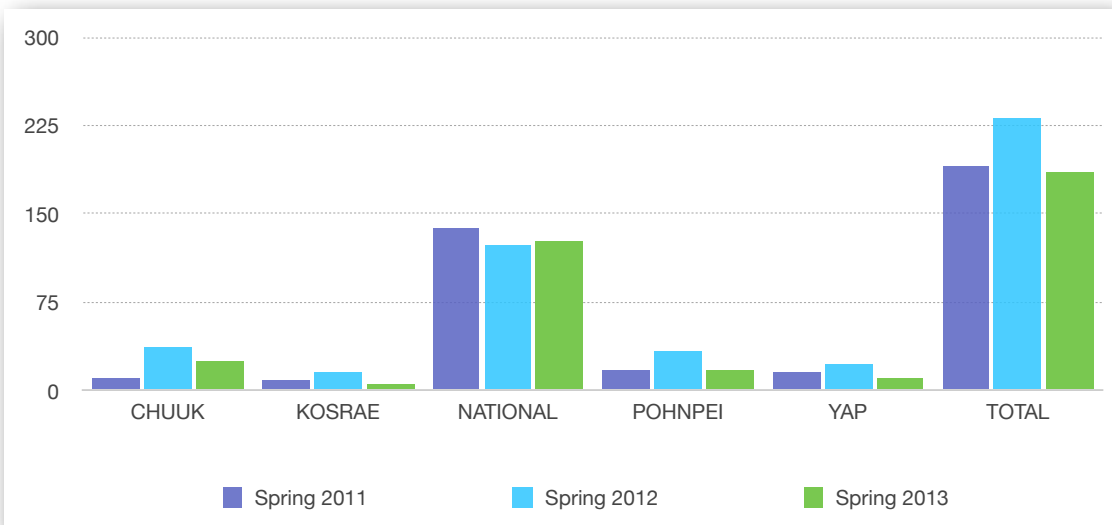
Program enrollment (historical enrollment patterns, student credits by major)

Enrollment by Major and Campus								
major	degree	term	Chuuk	Kosrae	National	Pohnpei	Yap	students
Business Administration	AS	Fall 2011	46	17	148	42	20	273
Business Administration	AS	Fall 2012	35	15	147	27	16	240
Business Administration	AS	Fall 2013	28	11	144	18	19	220
Business Administration	AS	Spring 2011	11	8	138	18	15	190
Business Administration	AS	Spring 2012	37	16	123	33	23	232
Business Administration	AS	Spring 2013	25	6	127	17	11	186

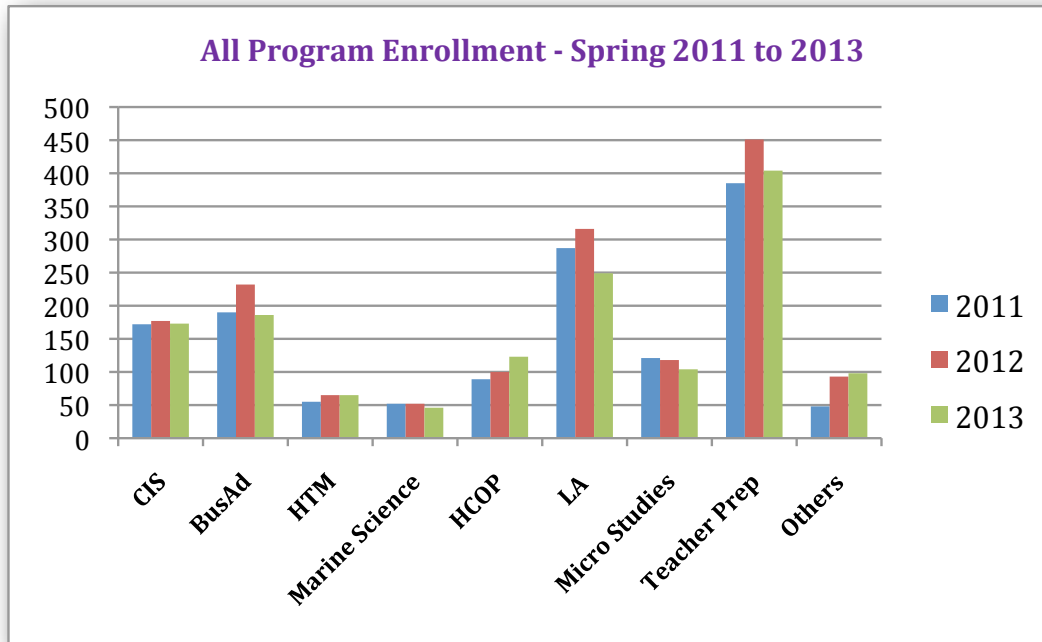
Enrollment by Major and Campus (Fall 2011- 2013)



Enrollment by Major and Campus (Spring 2011- 2013)

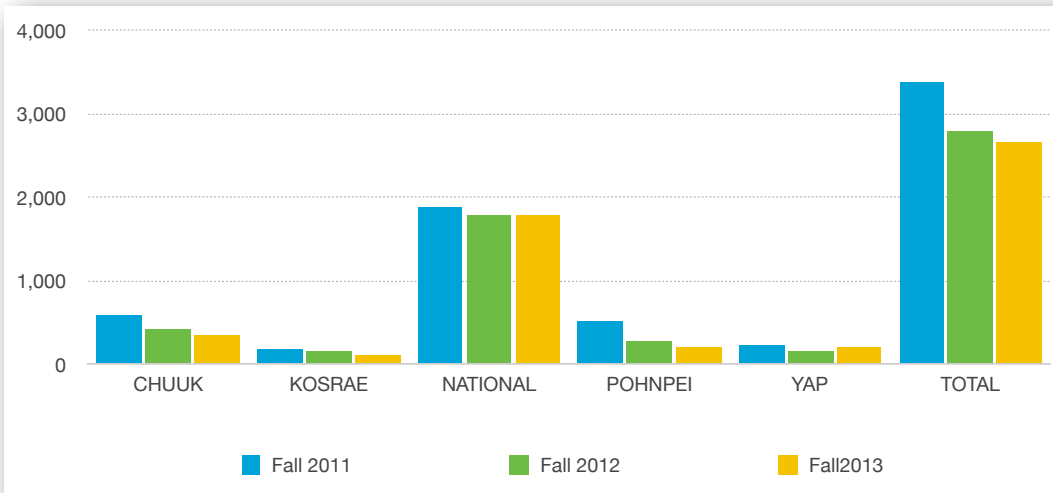


Year	CIS	Bus Admin	HTM	Marine Science	HCOP	LA	Micro Studies	Teacher Prep	Others
2011	172	190	55	52	89	287	121	385	48
2012	177	232	65	52	100	316	118	451	93
2013	173	186	65	46	123	249	104	404	98

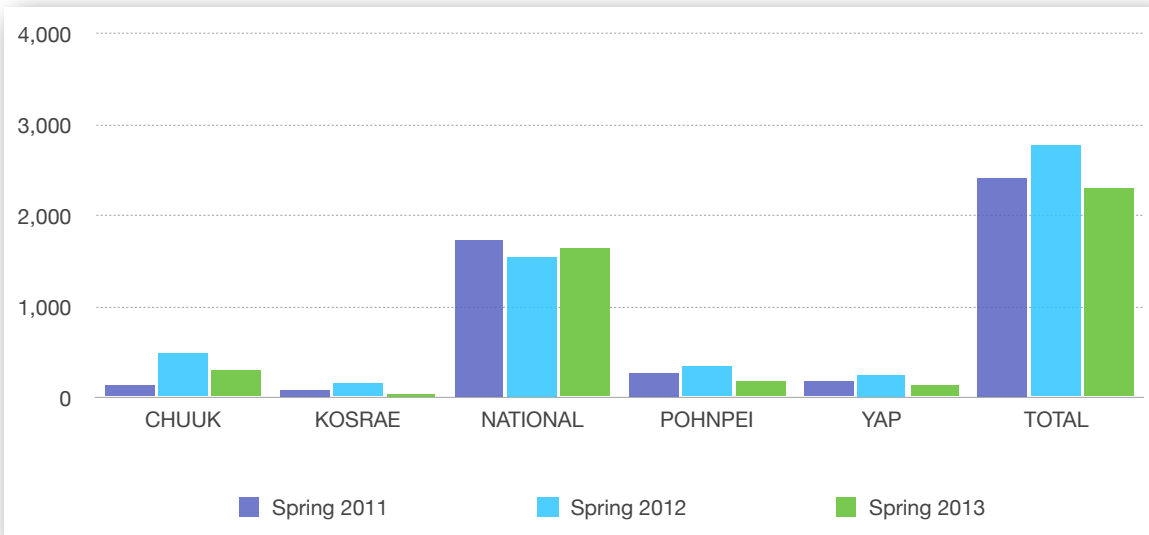


Credits by Major and Campus								
major	degree	term	Chuuk	Kosrae	National	Pohnpei	Yap	Credits
Business Administration	AS	Fall 2011	581	179	1874	521	220	3375
Business Administration	AS	Fall 2012	407	154	1792	282	168	2803
Business Administration	AS	Fall 2013	347	105	1784	196	212	2644
Business Administration	AS	Spring 2011	140	90	1742.5	261	169	2402.5
Business Administration	AS	Spring 2012	477	147	1534	349	249	2756
Business Administration	AS	Spring 2013	290	34	1647	186	141	2298

Credits by Major and Campus (Fall 2011- 2013)

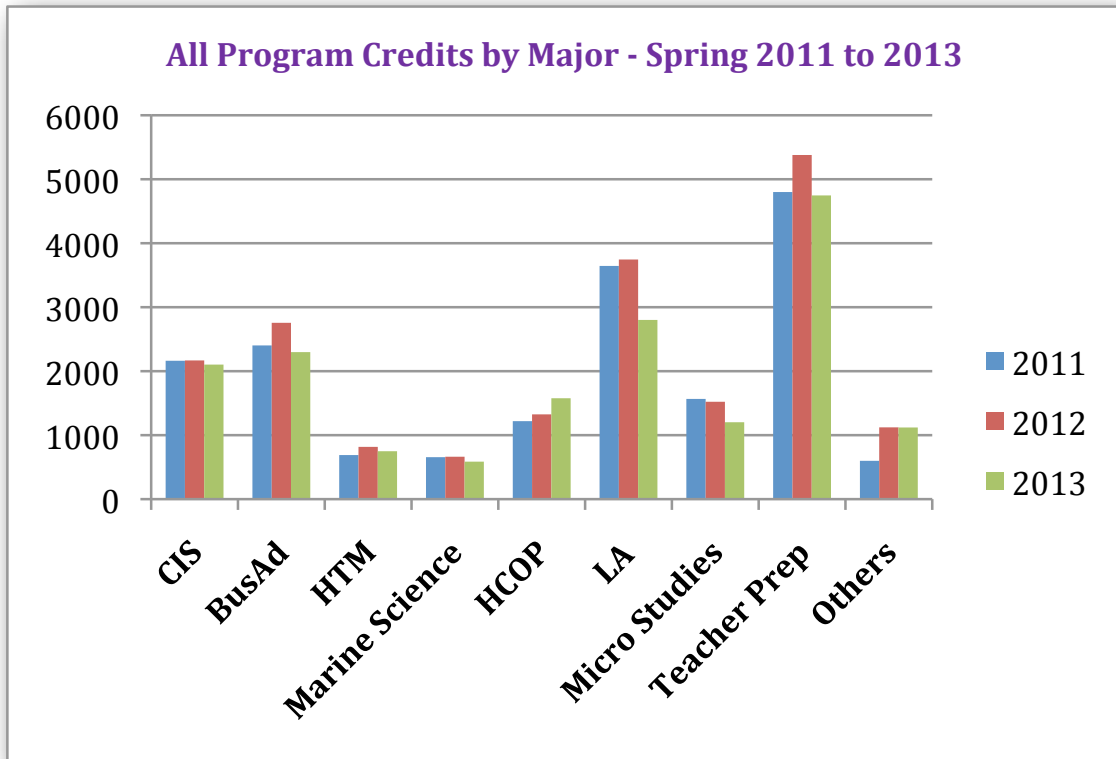


Credits by Major and Campus (Spring 2011- 2013)



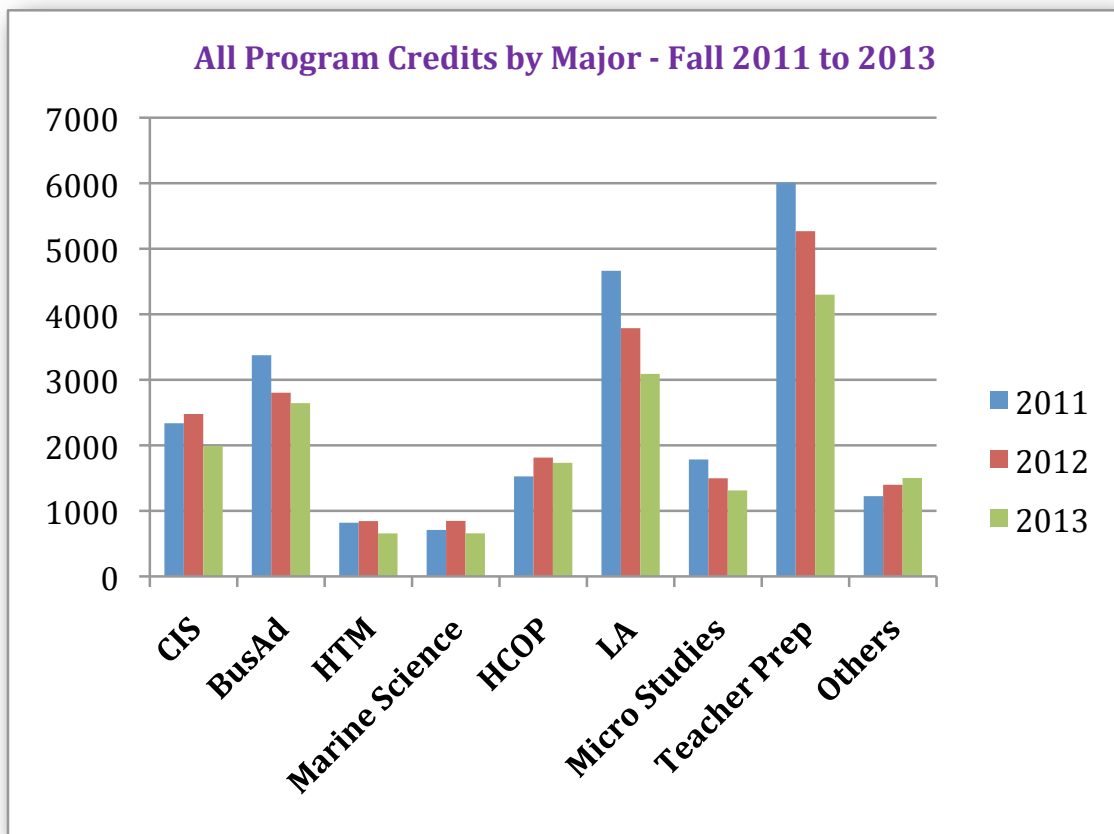
All Program Enrollment Credits By Major for Spring 2011-2013

Year	CIS	Bus Admin	HTM	Marine Science	HCOP	LA	Micro Studies	Teach Prep	Others
2011	2163	2403	689	656	1219	3645	1567	4800	599
2012	2168	2756	817	663	1325	3746	1522	5379	1122
2013	2103	2298	749	586	1577	2801	1202	4747	1120



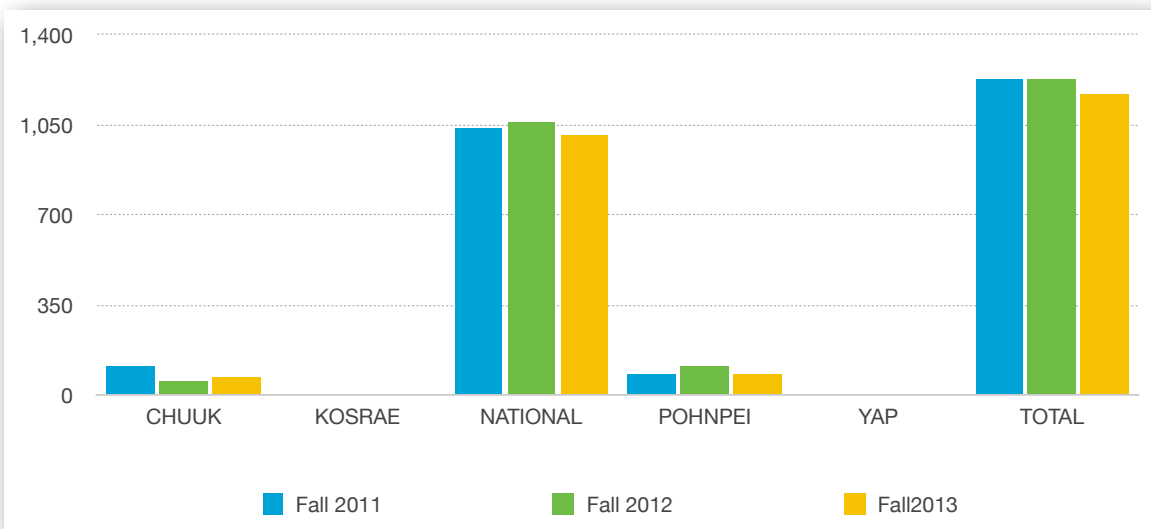
All Program Enrollment Credits By Major for Fall 2011-2013

Year	CIS	Bus Admin	HTM	Marine Science	HCOP	LA	Micro Studies	Teach Prep	Others
2011	2337	3375	819	709	1526	4664	1784	6004	1224.5
2012	2479	2803	844	847	1813	3788	1497	5268	1398
2013	1987	2644	656	657	1733	3090	1312	4299	1502

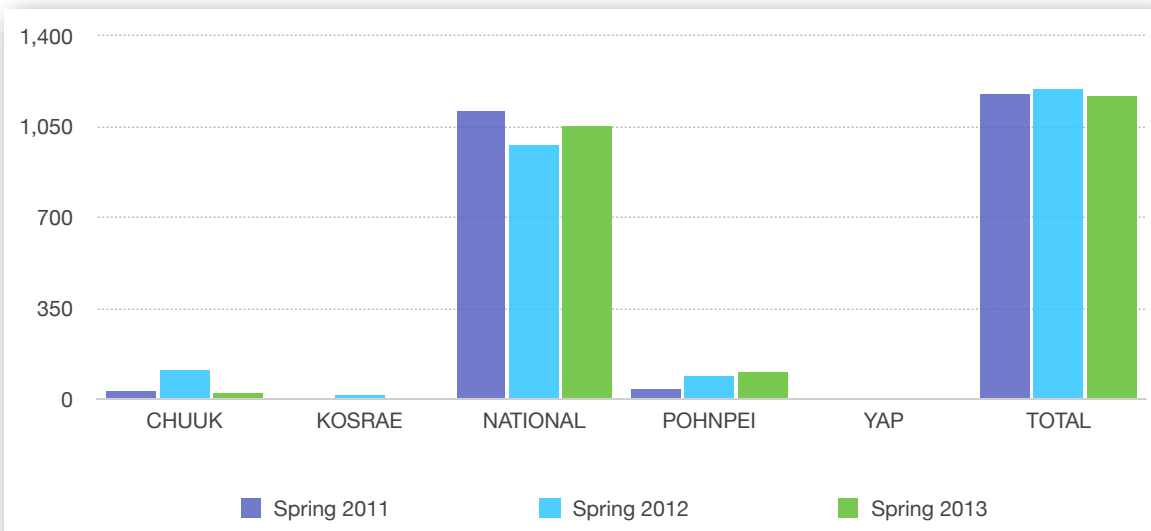


Credits by Program and Campus							
program	term	Chuuk	Kosrae	National	Pohnpei	Yap	Credits
Business Administration (AS)	Fall 2011	114		1032	83		1229
Business Administration (AS)	Fall 2012	55		1058	109		1222
Business Administration (AS)	Fall 2013	74		1013	80		1167
Business Administration (AS)	Spring 2011	27		1106	39		1172
Business Administration (AS)	Spring 2012	112	9	979	90		1190
Business Administration (AS)	Spring 2013	21		1048	101		1170

Credits by Program and Campus (Fall 2011- 2013)

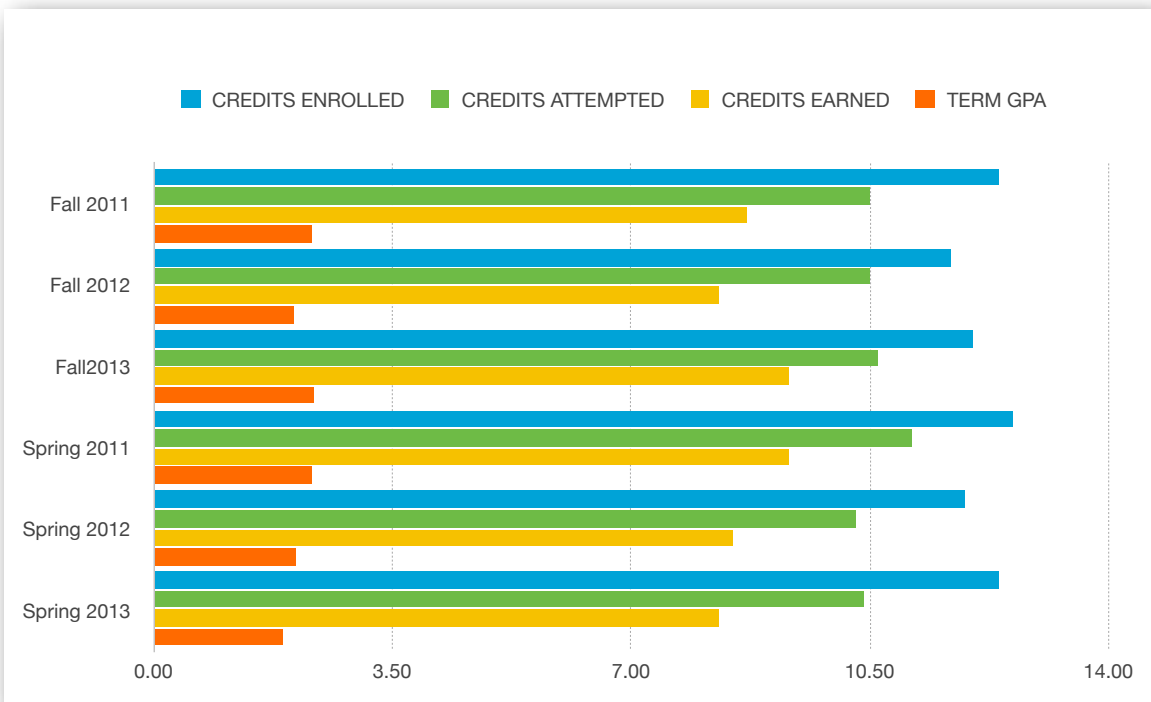


Credits by Program and Campus (Spring 2011- 2013)



Credits Enrolled, Attempted and Earned (averages)						
major	degree	term	credEnrollAvg	credAttAvg	credEarnAvg	termGPAAvg
Business Administration	AS	Fall 2011	12.4	10.5	8.7	2.31
Business Administration	AS	Fall 2012	11.7	10.5	8.3	2.07
Business Administration	AS	Fall 2013	12.0	10.6	9.3	2.34
Business Administration	AS	Spring 2011	12.6	11.1	9.3	2.33
Business Administration	AS	Spring 2012	11.9	10.3	8.5	2.10
Business Administration	AS	Spring 2013	12.4	10.4	8.3	1.89

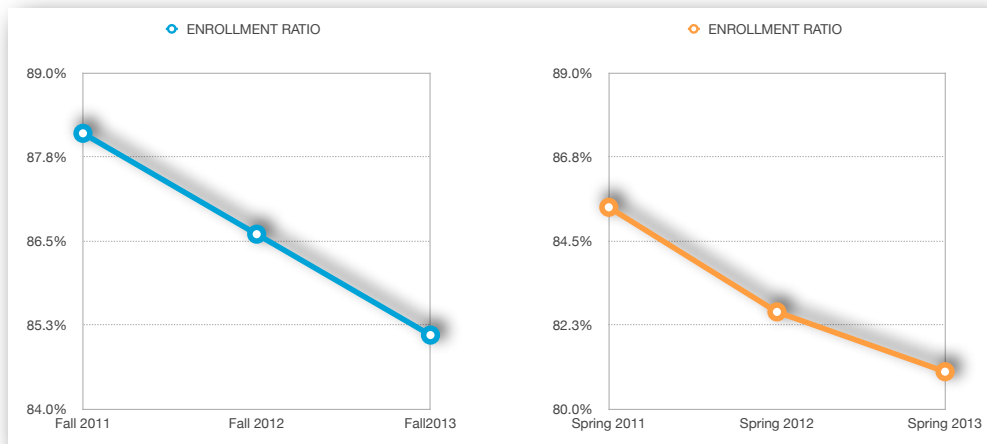
**Credits Enrolled, Attempted and Earned (Averages)
Fall 2011-Spring 2013**



Average class size

Program Sections, Enrollment Ratio and Average Class Size						
program	term	section	enrollMax	enrollment	enrollRatio	AvgClassSize
Business Administration (AS)	Fall 2011	16	403	355	88.1%	22.2
Business Administration (AS)	Fall 2012	17	419	363	86.6%	21.4
Business Administration (AS)	Fall 2013	17	409	348	85.1%	20.5
Business Administration (AS)	Spring 2011	15	383	327	85.4%	21.8
Business Administration (AS)	Spring 2012	16	390	322	82.6%	20.1
Business Administration (AS)	Spring 2013	17	390	316	81.0%	18.6

Enrollment Ratio (Fall & Spring 2011-2013)

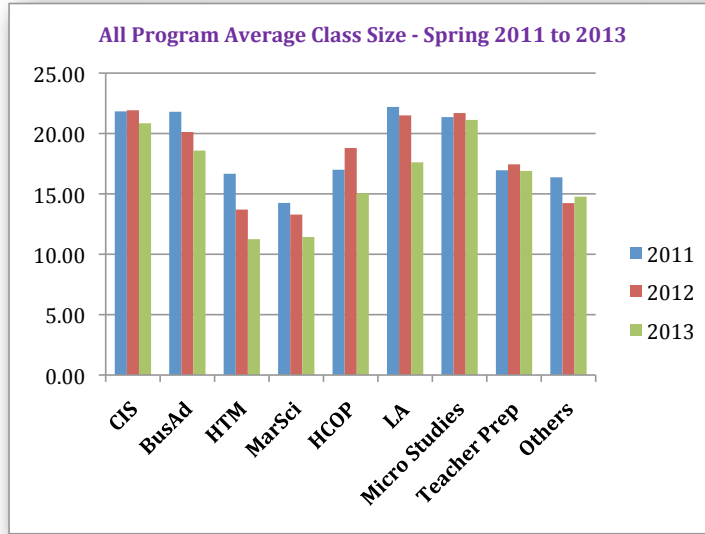


Average Class Size (Fall & Spring 2011-2013)



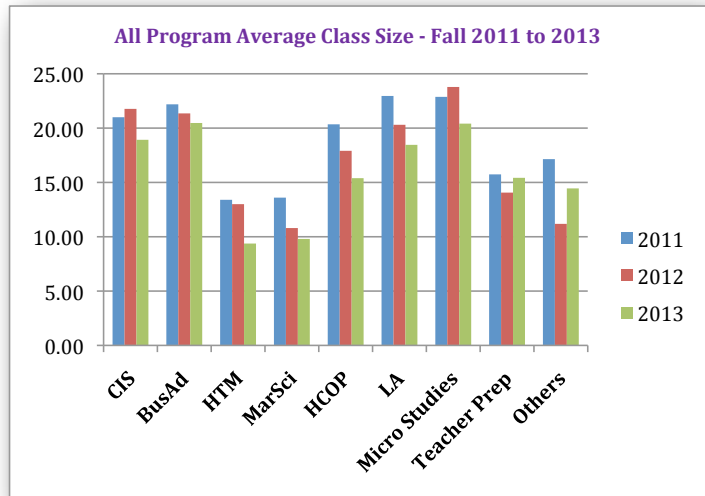
All Program Average Class Size Spring 2011 to 2013

Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2011	21.83	21.80	16.67	14.25	17.00	22.20	21.36	16.95	16.37
2012	21.92	20.13	13.70	13.29	18.80	21.50	21.69	17.44	14.24
2013	20.85	18.59	11.25	11.43	15.05	17.62	21.13	16.90	14.77



All Program Average Class Size Fall 2011 to 2013

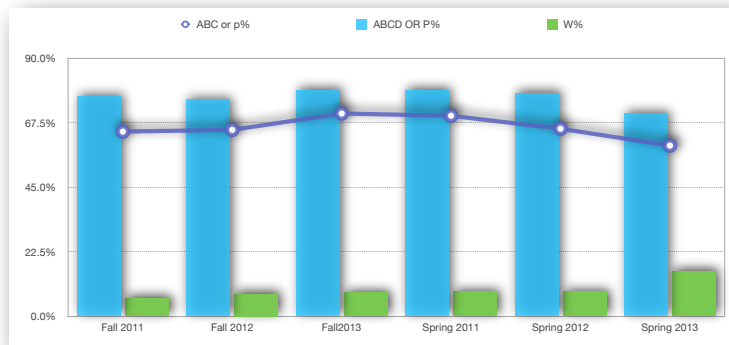
Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2011	21.00	22.19	13.40	13.60	20.35	22.96	22.88	15.74	17.14
2012	21.77	21.35	13.00	10.80	17.91	20.30	23.79	14.06	11.19
2013	18.92	20.47	9.38	9.80	15.39	18.46	20.41	15.42	14.45



Course completion rate

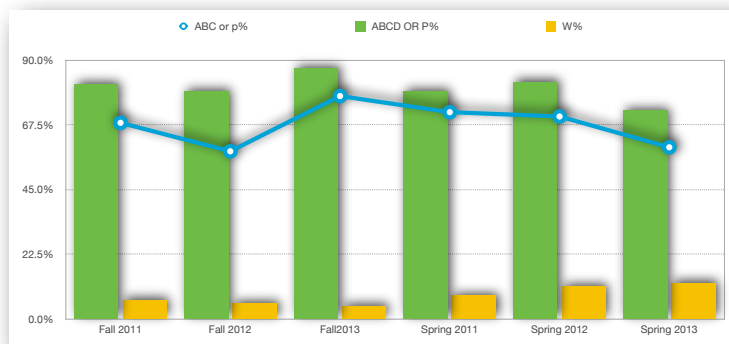
Course Completion & Withdrawals (Major)						
major	degree	term	students	ABCorP%	ABCDorP%	W%
Business Administration	AS	Fall 2012	898	64.4%	76.5%	6.2%
Business Administration	AS	Fall 2013	1059	65.0%	75.6%	7.7%
Business Administration	AS	Fall 2013	844	70.7%	78.8%	8.3%
Business Administration	AS	Spring 2011	782	69.9%	78.6%	8.4%
Business Administration	AS	Spring 2012	892	65.4%	77.8%	8.4%
Business Administration	AS	Spring 2013	751	59.5%	70.8%	15.6%

Course completion & Withdrawals (Major)



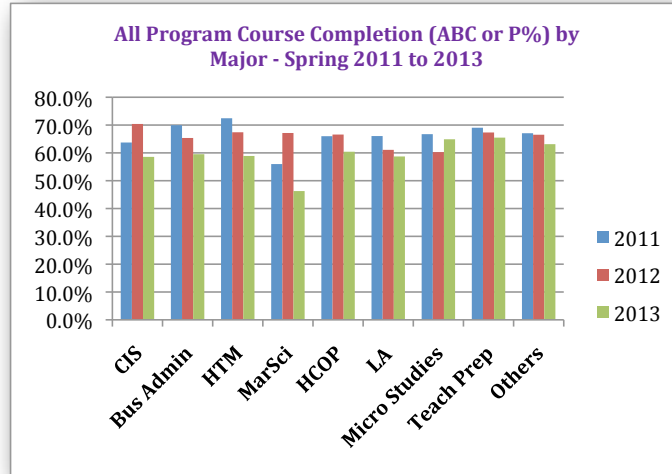
Course Completion & Withdrawals (Program)					
program	term	students	ABCorP%	ABCDorP%	W%
Business Administration (AS)	Fall 2011	381	68.2%	81.6%	6.8%
Business Administration (AS)	Fall 2012	384	58.3%	79.2%	5.5%
Business Administration (AS)	Fall 2013	364	77.5%	87.1%	4.4%
Business Administration (AS)	Spring 2011	359	71.9%	79.1%	8.1%
Business Administration (AS)	Spring 2012	365	70.4%	82.5%	11.5%
Business Administration (AS)	Spring 2013	362	59.7%	72.4%	12.7%

Course completion & Withdrawals (Program)



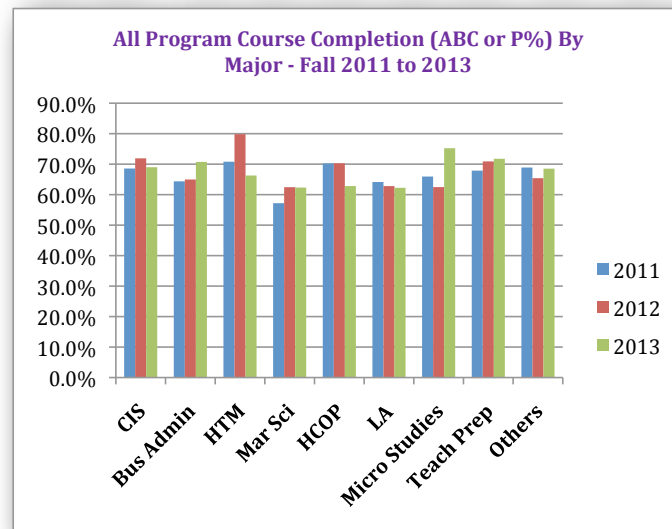
All Programs Course Completion Rate (ABC or P%) By Major Spring 2011 to 2013

Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2011	63.7%	69.9%	72.4%	56.0%	66.0%	66.0%	66.7%	69.0%	67.1%
2012	70.4%	65.4%	67.4%	67.1%	66.6%	61.1%	60.3%	67.3%	66.5%
2013	58.6%	59.5%	58.9%	46.3%	60.4%	58.7%	64.9%	65.5%	63.1%



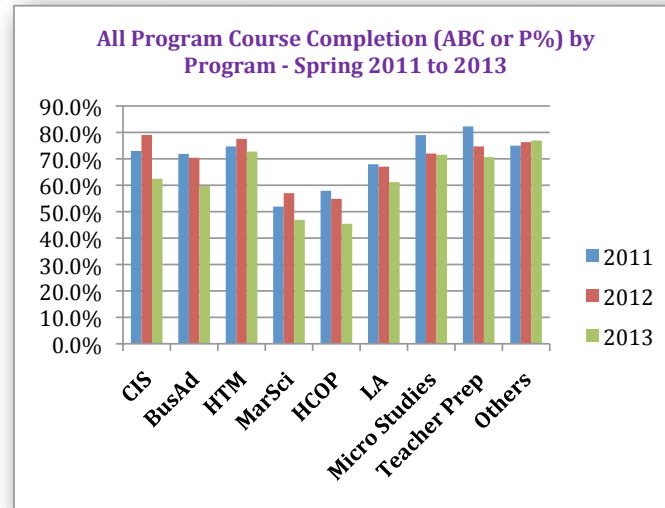
All Programs Course Completion Rate (ABC or P%) By Major Fall 2011 to 2013

Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2011	68.6%	64.4%	70.8%	57.2%	70.2%	64.1%	65.9%	67.9%	68.9%
2012	71.9%	65.0%	79.8%	62.4%	70.3%	62.8%	62.5%	70.9%	65.4%
2013	69.0%	70.7%	66.3%	62.3%	62.8%	62.2%	75.2%	71.8%	68.5%



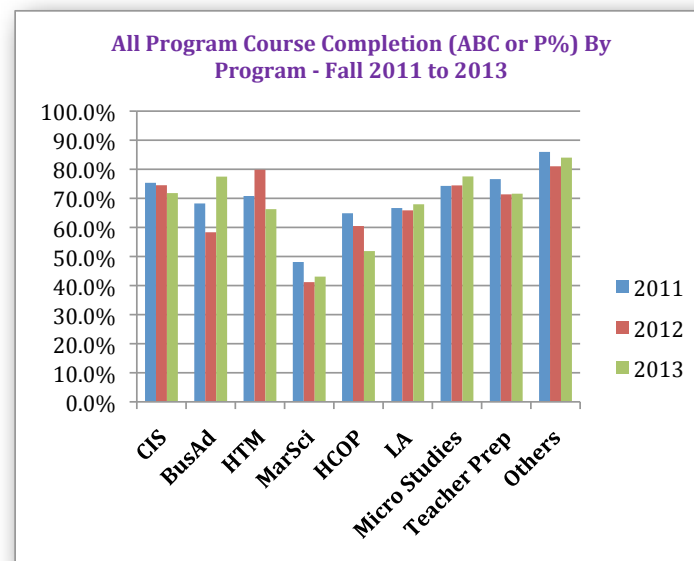
All Programs Course Completion Rate (ABC or P%) By Program Spring 2011 to 2013

Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2011	73.0%	71.9%	74.7%	51.9%	57.9%	67.9%	79.0%	82.3%	75.0%
2012	79.0%	70.4%	77.6%	57.0%	54.9%	67.0%	72.0%	74.7%	76.3%
2013	62.5%	59.7%	72.7%	46.9%	45.4%	61.2%	71.5%	70.6%	76.9%



All Programs Course Completion Rate (ABC or P%) By Program Fall 2011 to 2013

Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2011	75.3%	68.2%	70.8%	48.1%	64.9%	66.7%	74.3%	76.6%	86.0%
2012	74.5%	58.3%	79.8%	41.2%	60.5%	65.9%	74.5%	71.4%	81.0%
2013	71.8%	77.5%	66.3%	43.1%	51.9%	68.0%	77.5%	71.6%	84.0%



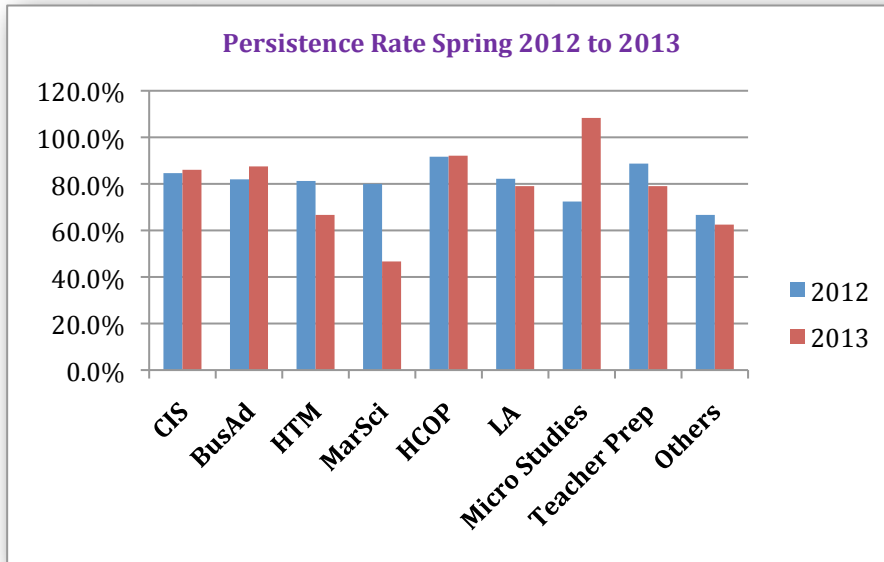
Student persistence rate (semester to semester) and **Retention rate** (Fall to Fall)

majorDescription	degree	New Students FT 2011_3	Students 2012_1	Students 2012_3	Persistence Spring 2012	Retention Fall 2012
Business Administration	AS	72	59	40	81.9%	55.6%

major	degree	New FT Fall 2012	Persisted Spring 2013	Retained Fall 2013	Persistence Spring 2013	Retention Fall 2013
Business Administration	AS	40	35	30	87.5%	75.0%

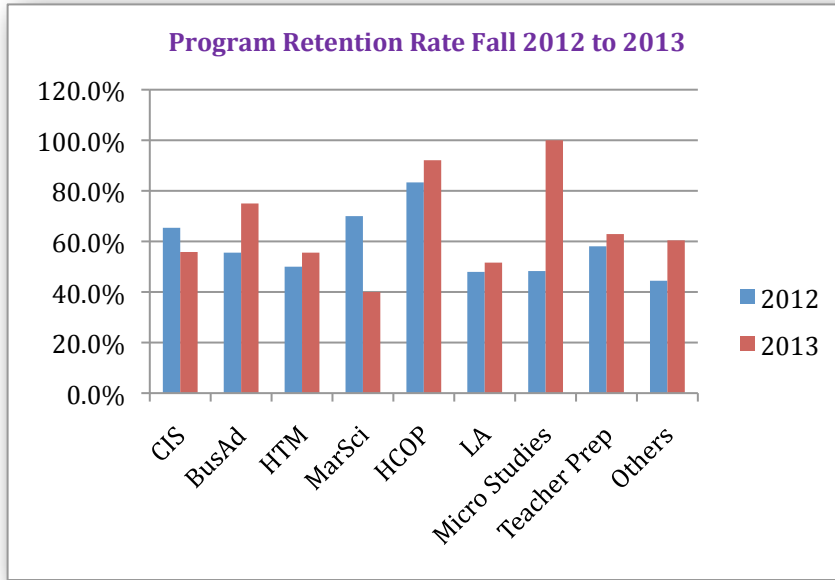
All Program Persistence Rate from 2012 to 2013

Cohort	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2012	84.6%	81.9%	81.3%	80.0%	91.7%	82%	72.4%	88.7%	66.7%
2013	86.0%	87.5%	66.7%	46.7%	92.1%	79%	108.3%	79.0%	62.5%



All Program Retention Rate from 2012 to 2013

Cohort	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
2012	65.4%	55.6%	50.0%	70.0%	83.3%	47.9%	48.3%	58%	44%
2013	55.8%	75.0%	55.6%	40.0%	92.1%	51.6%	100%	63%	60%



Success rates on licensing or certification exams (CTE, TP, Nursing, etc)

Not applicable

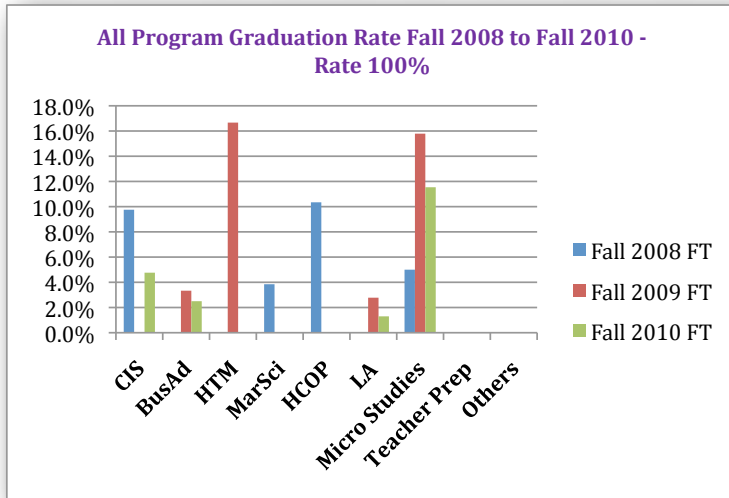
Graduation rate based on yearly number

Graduates				
major	degree	AY2010/11	AY2011/12	AY2012/13
Business Administration	AS	35	33	27

Graduate Rates						
major	degree	Cohort	New Full Students	Graduation Rate 100%	Graduation Rate 150%	Graduation Rate 200%
Business Administration	AS	Fall 2008 FT	36	0.0%	25.0%	36.1%
Business Administration	AS	Fall 2009 FT	30	3.3%	26.7%	33.3%
Business Administration	AS	Fall 2010 FT	40	2.5%	10.0%	

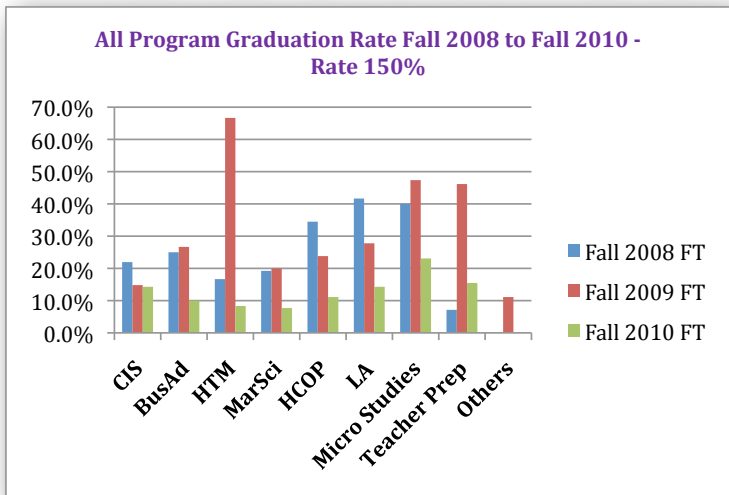
All Program Graduation Rate from Fall 2008 to Fall 2010 - Graduation Rate 100%

Full Term Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
Fall 2008 FT	9.8%	0.0%	0.0%	3.8%	10.3%	0.0%	5.0%	0.0%	0.0%
Fall 2009 FT	0.0%	3.3%	16.7%	0.0%	0.0%	2.8%	15.8%	0.0%	0.0%
Fall 2010 FT	4.8%	2.5%	0.0%	0.0%	0.0%	1.3%	11.5%	0.0%	0.0%



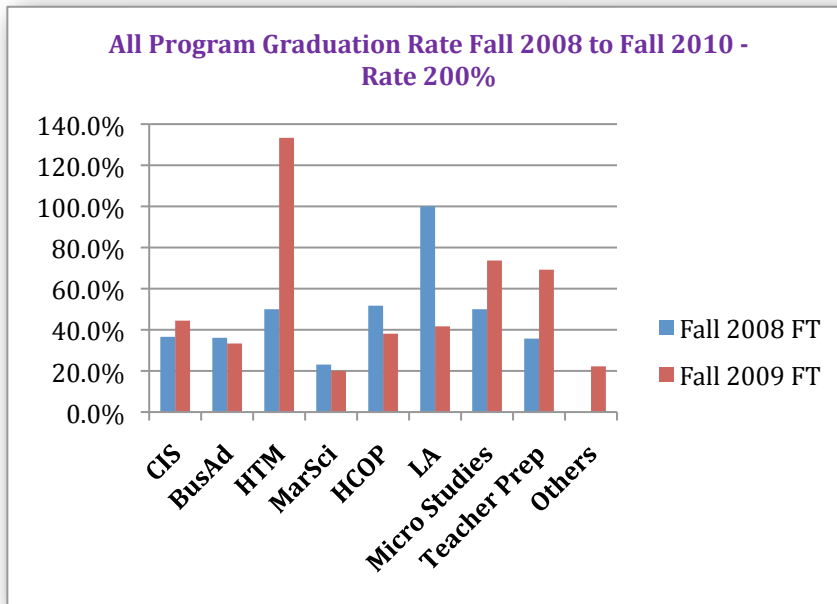
All Program Graduation Rate from Fall 2008 to Fall 2010 - Graduation Rate 150%

Full Term Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
Fall 2008 FT	22.0%	25.0%	16.7%	19.2%	34.5%	41.7%	40.0%	7.1%	0.0%
Fall 2009 FT	14.8%	26.7%	66.7%	20.0%	23.8%	27.8%	47.4%	46.2%	11.1%
Fall 2010 FT	14.3%	10.0%	8.3%	7.7%	11.1%	14.3%	23.1%	15.5%	0.0%



All Program Graduation Rate from Fall 2008 to Fall 2010 - Graduation Rate 200%

Full Term Year	CIS	Bus Admin	HTM	Mar Sci	HCOP	LA	Micro Studies	Teach Prep	Others
Fall 2008 FT	36.6%	36.1%	50.0%	23.1%	51.7%	100.0%	50.0%	35.7%	0.0%
Fall 2009 FT	44.4%	33.3%	133.3%	20.0%	38.1%	41.7%	73.7%	69.2%	22.2%



Students seat cost

No college-approved formula for calculation of seat cost yet.

Cost of duplicate or redundant courses, programs or services

None.

Students' satisfaction rate

Waiting for survey result.

Alumni data

No data available.

Employment data and employer feedback (employer survey)

No data available.

Program added or cancelled at nearby regional institutions (PCC, GCC, Hawaii schools, UOG, CMI, NMC)

Not sure.

Transfer rate

No data available.

Analysis

Findings

This section provides discussion of information discovered as a result of the evaluation such as problems or concerns with the program and what part of the program is working well and meeting expectation.

1. Higher persistence and retentions rates were observed in the second year (87.5% for Spring 2013 and 75% for Fall 2013) for new full time Fall 2012 students, compared to the persistence and retention rates of the same group of students from Fall 2011 (81.9% and 55.6% respectively).
2. Very low graduation rate @ 150% for Fall 2010 FT cohort. Out of 40 new full time students, only 10% graduated after three years, as opposed to 25% from Fall 2008 FT cohort and 26.7% from Fall 2009 FT cohort.
3. There is no system in place for tracking business graduates. Hence, no data is available regarding the program's alumni.
4. There is no data available for the program's transfer rate.
5. Other findings (from the program course-level assessment reports for his review cycle)
 - a) BU 101 and BU270 (2012.3 FALL and 2013.1 SPRING) – One weak point noted by Prof. George Mangonon while reading the student's final project, which is a business plan, is grammar.
 - b) Many students withdrew or did not return to class after the Tuition Fee Refund or when the Business Plan was required of them as a final project. In the writing of mission, the prime motivation of a handful of students in coming to college surfaced - mainly for the refund, which could explain why a some of them did not return to class anymore after the refund.

- c) BU/MS 110 (2013.1 SPRING) – Poor performances were again due to absences and tardiness. Some students complain against an 8:00 AM class – they said it is too early for them. The class started with 28 enrollees and was reduced to 23 when 4 were withdrawn due to excessive absences.
- d) BU/MS 110 (2012.3 FALL) – Some students tend to forget what they learn in developmental math, such as rounding off.
- e) AC 220 (2011.1 SPRING) – Prof. Marian Medalla observed that students needed to have more skills in solving classic business math problems and they needed to have higher degree of analytical skills.
- f) AC 220 (2012.3 FALL) – Prof. Medalla reported that at least seven students were not able to connect the effect of debit and credit to account balances. This condition made them less able to provide the correct journal entries.
- g) AC 131 (2011.1 SPRING) – This semester, in this particular class (section 1), there were some students who really struggled and failed miserably. Based on their poor performance in almost all areas (homework, class work, quiz, exam), it was clear that these students were not prepared for challenges of this course. A common problem observed among many students was their seeming lack of attention to, and frequent failure to follow, directions. Some were simply careless. Through repeated reminders and admonitions, many eventually paid attention and followed instructions. But not the students mentioned earlier, who at times seemed to have no idea about what was going on, even after a very exhaustive discussion of the topic and repeated giving of directions to follow.

And then there is another type of students – those who take the course two (sometimes even three) times. Some repeat the course because they failed in their first attempt. Others retake it in order to improve their grades. For business students, especially those who intend later on to pursue TYC Accounting, this is disturbing. They usually carry over to the next higher accounting course the same mediocre level of academic performance.

- h) AC 131 (2013.1 SPRING) – In the first couple of weeks Prof. Rafael Pulmano had identified a number of students who need help in the course. He told a couple of students to go visit the A+ Center and ask for tutorial assistance. One came back and said the center had no tutor available for accounting this semester.
- i) AC 250 (2011.1 SPRING) – In the past as well as in this particular semester, there were students who retake the course. Happily, most students succeed in their second attempt. Some even excelled beyond expectation the second time around. Unfortunately, some students failed even in their third attempt.

Recommendations

This section provides recommendations from the program on what to do to improve or enhance the quality of program and course learning outcomes as well as program goals and objectives. This section should also include suggestions that describe how the program might be able to create opportunities for a better program in the future. Some examples are exploring alternate delivery mechanisms, forming external partnerships, or realigning with other programs.

1. **On persistence and retention rates:** Improve student learning experience in their first year of study to help the students adjust to college life, to make them feel “at home” and stay rather than leave the school after their initial year.
2. **On graduation rate:**
 - a) Students taking courses below college or 100-level courses aren't expected to graduate early because of these additional requirements they need to complete. They should not be allowed declare their program until they have satisfied all non-college level prerequisites. If this is not feasible, then they should be allowed to declare Liberal Arts as their program. Then can switch to other programs when they are ready.
 - b) Graduation rates published by the IRPO include those who have declared the A.S. Business program but are actually taking mostly Gen-Ed courses at their state campuses. These students should not declare their program until they have transferred to the National Campus. Alternatively, they may declare Liberal Arts as their initial program, after which they may switch to the A.S. Business or other program when they are admitted to the National Campus.
3. **On the Alumni Data:**
 - a) Request additional budget for the Business Division or the A.S. Business Administration program to finance tracking its alumni.
 - b) Request IT to make an online alumni tracer.
4. **On the Transfer Rate:** Same recommendation as #3 above.
5. **On Other Findings:**
 - a) The level of proficiency standards in English courses should be raised.
 - b) Tuition fee refund should not be a focus in the college campaign for incoming students. A purposeful objective should be inculcated on them.
 - c) Adjust M-W-F class schedules, with the first class period to start at 8:30 AM instead of 8:00 AM. This is especially helpful to those students who are coming from Madolenimw and other remote areas.
 - d) Increase level of proficiency in lower math.
 - e) Make BU/MS 110 (Business Math) a prerequisite of AC 220. More importantly, include basic logic and abstract reasoning as part of COMET so that only students with good analytical skills can be admitted in the AS Business Administration program.
 - f) Only students who justly deserve to pass Accounting 1 should be admitted to Accounting 2, and that there should be uniform grading standards across campuses.

Also, the SIS should be able to screen students who have completed Accounting 1 with a grade of D or lower.

- g) Better academic advising or perhaps some screening process may be adopted to prevent these underprepared students from registering in this course.
- h) Develop tutorials that students can access online. This will require the use of database, which in turn may or may not need IT's permission, as discussed by Prof. Edper Castro below:

There are two options that they could explore if they allow us to use a Database in our own personal websites, namely:

If they are going to let us use mySQL database, they could make a Virtual server (using Virtualization or VM) that would run the mySQL server thus not interfering or endangering their own mySQL database for SIS/MyShark

Second option would be if they give us Write permission in our respective personal folders for our websites that would allow us to put a Sqlite database which is a serverless type of database which does not need any centralized server like in option number 1. This option by the way I was asking from Shaun and until now they did not give any respond back.

Outside the above options we could also explore of renting a domain and a Web server that would house the database and our program for our tutorials. And that would mean we will just put a link in our website to point our students to that link. And that would also mean that Business Division will have to shell out an annual payment for the domain and web server which will cost only around \$60 or more every year for starter package.

- i) For admission into the TYC Accounting Program, students must have taken no more than two attempts in 100 and 200-level accounting courses to earn the prerequisite grade of "C" or higher. This means even if a student succeeded in a third attempt to get a "C," such student cannot be admitted in to the TYC Accounting Program.