

UNIVERSITY OF ALASKA FAIRBANKS

Community and Technical College
Applied Business and Accounting

Student Learning Outcomes Assessment Plan

Executive Assistant, Occupational Endorsement

Expanded Statement of Institutional Purpose	Intended Objectives / Outcomes	Assessment Criteria and Procedures	Implementation (what, when, who)
UA MISSION STATEMENT: The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples. UAF MISSION STATEMENT: We enrich the lives of Alaskans and engage our communities, state, nation and world through our teaching, research and service work. CTC MISSION STATEMENT: UAF CTC mission is: "Alaska's quality choice for workforce development, academic preparation, lifelong learning and building community". APPLIED BUSINESS DEPARTMENT MISSION: Graduates of the program will have the foundation of modern business, management and accounting skills needed to successfully lead private, public and non-profit organizations through ever-changing social and economic conditions.	Students bridge their practical work experiences with their career and academic goals by applying business concepts, addressing challenges in group and individual dynamics within diverse organizational structures, and developing advanced skills in communication and strategic planning.	Knowledge / Competency Mastery: ABUS F199 Students integrate their work experience with career and academic goals, apply managerial concepts, address group and individual challenges, understand organizational structures, and demonstrate proficiency in communication and planning.	Students engage in problem-solving exercises, group discussions, case analyses, and/or essays that require them to apply business concepts to real or hypothetical workplace scenarios, which the instructor evaluates throughout the semester.

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PROGRAM GOAL STATEMENT: The program has been designed to enable students to transition seamlessly from the occupational endorsement to the certificate, and from the certificate to the A.A.S. degree.. Students can customize their education to successfully explore career options in entrepreneurship, accounting, and administration. Minors are available to bachelor’s degree students.	Students develop intellectual and practical skills across the curriculum, including inquiry and analysis, critical and creative thinking, problem solving, written and oral communication, information literacy, technological competence, and collaborative learning.	Knowledge / Competency Mastery: ABUS F154 ABUS F175 ABUS F182 ABUS F264 Students demonstrate proficiency across the curriculum through critical analysis of proffered information, well-reasoned solutions to problems or inferences drawn from evidence, effective written and oral communication, and satisfactory outcomes of group projects.	Instructors evaluate students based on their interaction during critical thinking discussions and writing or mathematical assignments and assessments assigned throughout the semester.
Classes are taught by full-time faculty, and numerous adjunct instructors from the local business community, bringing real-world business insight and experience to the classroom.	Students demonstrate the ability to effectively lead, manage, and motivate individuals and teams within organizations. They will exhibit proficiency in personnel management, problem-solving, decision-making, and adaptability to address contemporary management challenges, fostering a culture of innovation, diversity, and ethical leadership.	Knowledge / Competency Mastery: ABUS F179 Students analyze leadership, management, and supervision concepts to prepare them for diverse job opportunities.	Instructors evaluate students based on their engagement, critical thinking, and ability to apply course concepts.