
**AA BUSINESS ADMINISTRATION and
CERTIFICATE ADMINISTRATIVE
ASSISTANT PROGRAM REVIEW**



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

October 2023

**I. Program description and relationship to the Cankdeska Cikana Community College mission.
(See also Appendix A)**

Brief Narrative (1 – 3 paragraphs)

The Associate of Arts in Business Administration Degree and Administrative Assistant Certificate are designed to expose students to a wide variety of disciplines such as accounting, economics, statistics, and management. In keeping with Cankdeska Cikana Community College's Mission, the business program provides for opportunities that lead to student independence and self-sufficiency through academic achievement and continuation of the Spirit Lake Dakota language and culture. The AA in Business Administration Degree Program of Study consists of 38 essential studies credit hours and 25 credit hours of core classes. Within the core classes, the student chooses 9 program electives, from several business and accounting courses. Encompassed within the AA in Business Administration Degree, is a core liberal arts curriculum, designed to boost critical thinking and effective communication skills.

Reflection

Strengths

- The business program provides students with job-ready skills compatible with local labor needs.
- The program expanded its appeal by offering Hybrid-Flexible instruction.

Concerns

- Retaining students with limited computer and technological proficiency.
- Enrollment in the new Administrative Assistant Certificate program has been minimal.

Progress on concerns from last previous program review (give date of last review, if applicable)

- The Business Administration has seen an increase in enrollment as well as graduation.

Recommendations (Curriculum Committee Use Only)

- Do outreach to increase community entities awareness of the certificate option.

II. Program background information, enrollment and breadth (See also Appendix B)

Brief Narrative (1 – 3 paragraphs)

The business administration program has experienced a relatively low instructor turnover rate during the last five years, experiencing the loss of one faculty member during that time. Business program faculty include Steven Smith and Kim Krebsbach. Steven Smith maintains a course load of between 12-18 credit hours while Kim Krebsbach maintains a course load between 0-3 credit hours. The business program's five-year enrollment totaled 370 students which also included 1 student enrolled in the administrative assistant certificate program. The program produced 27 graduates over the past five-year period. In 2020-2021 business program graduates represented 22.9% of all CCCC graduates and in 2022-2023 15.1% of all CCCC graduates. The ratio of business program graduates to all graduates lends to the significance of the program's institutional importance. The business program is represented within CCCC's Career and Technical Education Advisory Committee, which includes members of the local business community and local educational institutions. The business program provides students with job-ready skills compatible with local labor needs. Job readiness is achieved academically and through the required course BOTE 197 Field Experience.

Reflection

Strengths

- The program's accessibility has led to improved graduation rates and employment opportunities for CCCC business students.
- The CTE advisory board partnerships create collaborative opportunities for program improvement.

Concerns

- None

Progress on concerns from last previous program review (give date of last review, if applicable)

- Students have been able to gain field experience on campus as well as with their current employer.
- The transfer agreement with Mayville State University is ongoing and productive.

Recommendations (Curriculum Committee Use Only)

- No recommendations at this time. Program is doing well.
- Pursue a transfer agreement with Bay Mills as students could achieve their 4-year degree at no or low cost. The program is completely online so students would not have to move to attend.

III. Program Quality and Assessment (See also attached assessment template(s) Appendix C)

Brief Narrative (1 – 3 paragraphs)

The course content and design are under the purview of the individual instructor; however, business faculty engage reputable business education resource distributors to obtain the most up-to-date, texts, video, and internet-based instructional resources. Business faculty select resources that are associated with the best industry standards and practices. Business faculty routinely assess student learning in the classroom every semester, using various formative and summative assessment techniques. Program assessments are completed and are focused on student outcomes. The assessments incorporate student self-assessments to gauge student observation with respect to the student's experience and expectations with the aim of continuous improvement. Program assessment data are reported to the institution's assessment committee for review and approval. The effectiveness of the business program assessment methodologies is reflected in the past five years' graduation rates.

Reflection

Strengths

- Courses are delivered by credentialed faculty adhering to industry standards and best practices.
- Students engage in real-world discussions/case studies regarding the business environment.
- Assessment is an ongoing process within the business program and in concert with programs across the curriculum.

Concerns

- Attendance and course completion will be monitored for opportunities for improvement

Progress on concerns from last previous program review (give date of last review, if applicable)

- Students continue to access tutoring services through the professional tutor which has been increasing student retention and attendance.

Recommendations (Curriculum Committee Use Only)

- None at this time.

IV. Program cost effectiveness and ability to meet occupational needs (See also Appendix D)

Brief Narrative (1 – 3 paragraphs)

The U.S. Department of Labor, Bureau of Labor Statistics indicates that business and financial occupations are projected to grow faster than all other occupations from 2022 to 2032, adding 911,400 new jobs each year. The Bureau of Labor Statistics also report that the median annual wage for these occupations was \$76,850 in May 2022. Business program enrollment has trended upward since 2021-2022. The business program does not have a stand-alone budget, but is provided for through CCCC's general fund. Business faculty are partially compensated through the college's Title III and Tribal College Grant funding. The cost to the program is salary plus fringe benefits for one faculty member. The program revenue has exceeded program costs in each of the last five years. Program cost increased from \$71,068 in 2018-2019 to \$86,020 in 2022-2023 representing a 21% five-year increase in program cost. During the same period revenues increased from \$210,803 to \$738,588 a 250.4% increase in revenue.

Reflection

Strengths

- The Bureau of Labor Statistics suggests that the economic outlook for CCCC business graduates is promising.
- The business program generates revenue that exceeds program costs.

Concerns

There is still potential for marketing the success of the program

Progress on concerns from last previous program review (give date of last review, if applicable)

Due to most students choosing to attend online courses, there have been few on-campus jobs fairs targeting students.

Recommendations (Curriculum Committee Use Only)

- Resume attendance at job fairs now available.
- Additional outreach to community entities to assist students in finding employment opportunities.

V. Ability to positively impact CCCC's relationships, partnerships, and alliances

Brief Narrative (1 – 3 paragraphs)

CCCC does provide its students with exceptional facilities, equipment, and technology in full support of the business program. CCCC provides student support services through a variety of ways. CCCC provides academic and career counseling, as well as professional tutoring services. Professional tutoring is provided by a full-time professional tutor. The campus library is available to all students, and is equipped with its own computer lab and professional library staff. Student services, formerly provided by TRIO SSS, have been continued uninterrupted by reallocating staff resources and faculty.

CCCC encourages and supports faculty professional development endeavors. It should be noted that business faculty member, Steven Smith, obtained his advanced degree through CCCC's professional development program. Business faculty also attend the North Dakota Career and Technical Education Conference yearly, to keep abreast of current industry standards and best practices in business education and technology.

The business program supports other programs by providing courses that satisfy elective requirements. Liberal Art students routinely take some business courses to satisfy elective requirements. This serves to promote the program, as some Liberal Arts students have switched to business majors.

The Business Administration program works in partnership with Mayville State University to ensure seamless transfer into Mayville's four-year degree business program.

Reflection

Strengths

- CCCC heavily invests in student success by providing state-of-the-art technology, facilities, student support services, and skilled faculty.
- Field experience has been added for students and has given them exposure to career opportunities.

Concerns

None

Progress on concerns from last previous program review (give date of last review, if applicable)

Not applicable. No concerns cited previous review.

Recommendations (Curriculum Committee Use Only)

- None at this time.

VI. Program Analysis and Reflection Narrative

Narrative:

Business course syllabi are written, reviewed and updated by the course instructor yearly as courses are offered. The course content, design, and delivery are the responsibility of the individual instructor. The overall program curriculum is reviewed and approved by the curriculum team under the oversight of the Dean of Academics.


The course content and design are under the purview of the individual instructor; however, business faculty engage reputable business education resource distributors to obtain the most up-to-date texts, video, and internet based instructional resources. Business faculty select resources that are associated with the best industry standards and practices.

The business program incorporated the Hybrid-Flexible method of delivering course content. The short-term goal of the business program is to provide students with relevant, rigorous, and transferrable courses in the current hy-flex method of instruction. The long-term goal is to continue developing strategies to increase student retention and graduation rates.

Previous recommendations for combining/streamlining Business Administration degree to eliminate the Office Technology degree and create the Administrative Assistant Certificate were completed and have been in place since Fall 2021.

Appendix A

(Current CCCC Program of Study showing courses offered and suggested course rotation)

		Report of Credits Earned/Needed for Graduation			
		Name:			
		AA in BUSINESS ADMINISTRATION			Date:
Essential Study Requirements				Semester	Credits
ENGL	100		Student Success		1
ENGL	110	ND:ENGL	College Composition I		3
ENGL	120	ND:ENGL	* College Composition II		3
COMM	110	ND:COMM	Fundamentals of Public Speaking		3
DSL	250	ND:HUM	Dakota Language I		3
			ND:FA OR ND:HUM OR ND:HIST		3
ECON	201	ND:SS	Principles of Microeconomics		3
ECON	202	ND:SS	Principles of Macroeconomics		3
CSCI	101	ND:COMPSC	Introduction to Computers		3
MATH	103	ND:MATH	** College Algebra		3
			ND:LABSC		3
			ND:LABSC		1
POLS	115	ND:SS	American Government		3
DS	110	ND:HUM	*** Dakota Culture and History		3
					38
* Prerequisite of ENGL 110 (College Composition I).					
** Prerequisite of ASC 093 (Intermediate Algebra) or Placement Test.					
*** Alternate Summer Rotation					
Core Classes					
ACCT	200		Elements of Accounting I		3
ACCT	201		* Elements of Accounting II		3
ACCT	218		Computer Applications in Business		3
BADM	202		Principles of Management		3
BOTE	197		Field Experience		1
MATH	210	ND:MATH	** Elementary Statistics		3
			Program Electives		9
					25
TOTAL					63
* Prerequisite of ACCT 200 (Elements of Accounting I).					
** Prerequisite of ASC 093 (Intermediate Algebra), MATH 100 (Intro to QR) or Instructor Approval					
Program Electives					
ACCT	207	Managerial Acct			3
ACCT	212	Payroll Acct			3
ACCT	215	Business in the Legal Environment			3
ACCT	231	Income Tax Procedures			3
BADM	201	Principles of Marketing			3
BADM	210	Advertising			3
BADM	240	Sales			3
BOTE	214	Business Reports and Communications			3
BOTE	275	Administrative Office Procedures			3
BUSN	170	Entrepreneurship			3
Current POS Effective Date: 8/2022					
BOR Approved:					
Curriculum Approved Revisions: 12/09/15, 3/4/21, 7/14/22					
Institutional Updates: 12/09/15, 1/31/19, 12/12/19, 3/4/21, 7/12/21, 8/13/21, 7/14/22					

Appendix B – Program Background Information, Enrollment, and Breadth

Faculty Program Staff and Credit Hour Loads (fill in current program staff information)

Name	Title/Position	FT/PT/TEMP	Credit Load/Semester
Steven Smith	Instructor	FT	12 - 18
Kim Krebsbach	Instructor	2 classes	3 - 6
Zachariah Allen	Instructor	1 class	3

Enrollment and Graduation Data (Prefilled by program)

Business Administration	# Enrolled Business Administration	# Enrolled Administrative Assistant Certificate	Total Program Enrollment	Total Enrollment	Program % of Total Enrollment
Fall 2018	21		21	178	11.8%
Spring 2019	18		18	164	11.0%
Summer 2019	2		2	45	4.4%
Fall 2019	22		22	160	13.8%
Spring 2020	19		19	168	11.3%
Summer 2020	5		5	39	12.8%
Fall 2020	28		28	182	15.4%
Spring 2021	27		27	161	16.8%
Summer 2021	18		18	129	14.0%
Fall 2021	40	1	41	248	16.5%
Spring 2022	34	1	35	243	14.4%
Summer 2022	18	1	19	148	12.8%
Fall 2022	44	0	44	316	13.9%
Spring 2023	50	1	51	307	16.6%
Summer 2023	20	0	20	183	10.9%
Totals	366	4	370	2671	13.9%

5-Year Program Enrollments

Program Graduates AA Business Administration				
2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
10	4	8	2	2

Program Graduates Administrative Assistant Certificate				
2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
1	0			

Total CCC Graduates				
2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
73	49	35	25	28

Percentage of Program Graduates to CCC Graduates				
15.1%	8.2%	22.9%	8.0%	7.1%

5-Year Graduation Rates

Appendix C – Program Quality and Assessment (Prefilled: two most recent assessment cycles)

Assessment Plan 2021 / Fall Business Administration

Program Statement: The Associate of Arts in Business Administration degree is designed to expose students to a wide variety of disciplines such as accounting, economics, statistics, and management.

Course Outcomes

ACCT 200 Course Outcomes

1. The student successfully completing the course will have a clear understanding of what accounting is, and why it is important in our everyday lives.
2. The student basic accounting equation will be clearly understood
3. The student will demonstrate basic understanding of the general rules that apply to the field of accounting will be clearly understood.
4. The student will be able to easily distinguish to which categories data belongs.

ACCT 201 Course Outcomes

1. The student will have an advanced understanding of fixed and tangible assets, receivables, current liabilities, and payroll.
2. The student will be able to distinguish between partnerships, limited liability companies, and corporations and the different accounting procedures for each organization.
3. The student will Be knowledgeable regarding stock transactions, dividends, long-term liabilities, and investments using fair-value accounting.
4. The student will Be able to analyze financial statements.

BADM 202 Course Outcomes

1. The student will be able to describe the manager's responsibility to the business organization.
2. The student will be able to identify the managerial levels and functions within a business organization.
3. The student will be able to describe the planning and decision making processes practiced in management.
4. The student will be able to describe the organizing functions within a business organization.
5. The student will be able to describe various controlling processes used by a manager.

BOTE 247 Course Outcomes

1. To offer an in depth presentation of Microsoft Excel 2016
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create worksheets suitable for coursework, professional purposes, and personal use
4. Create worksheets containing charts, formulas, functions, formats, and external data

Program Outcomes

1. The student will demonstrate critical thinking in the area of business management.
2. The student will demonstrate proficiency in business communications
3. The student will demonstrate competency in modern business operations.
4. The student will demonstrate proficiency in the business environment.

Essential Studies Outcomes

1. Critical Thinking
2. Communication
3. Technological Literacy
4. Personal Attributes

1. Area of Concern	Non-completers had low attendance and were non-responsive to attempts to contact.
Recommendation of assessment committee and/or faculty	Encourage attendance and tutoring as needed while continuing to offer students face-to-face in class options for those who prefer classroom interaction.
Result of Recommendation	Attendance appeared to improve; however, students did not elect to meet face-to-face.
2. Area of Concern	Field Experience options for students.
Recommendation of assessment committee and/or faculty	Try to establish more community field experience options to ensure a placement for all students.
Result of Recommendation	

D-Direct I-Indirect List activity(ies) used to measure student success	Goal	Findings - Results (N = # students met/# total) (Avg. = average grade) Range = lowest to highest grade	Analysis (Contributing factors - Internal and External -resulting in not meeting goal)	Recommendations	Identify Course Outcome(s) being demonstrated	Identify Program Outcome(s) being demonstrated	Identify Essential Studies Outcome(s) being demonstrated
Acct 200 D – Simulation I – Self-Evaluation	>80	N =22 NP =11 SR =8/11 Avg. = 83.1 Range = 25-100 Avg. =17.8 Range =0-20	Goals met for course completers. Attendance was an issue for completers who did not meet goal. Non-completers: Stopped course participation and were non-responsive to contact efforts.	Encourage course participation/completion. Continue to advise students to attend offered Zoom sessions & tutoring as needed.	1,2,3,4	1,2,3,4	1,2,3,4
BOTE 197 D- Field Experience Paper I- Self-Evaluation	>70	N= 12 NP= 1 SR= 11/11 Avg.= 100 Range= 100 Avg.= 14 Range= 0-15	This was the first semester course was offered. Goals met for course completers. Non-completers: Stopped course participation and were non-responsive to contact efforts.	Encourage course participation/completion. Continue to advise students to seek site placement early and complete their hours as soon as possible.	1,2,3,4	1,2,3,4	1,2,3,4

Assessment Plan 2023 / Spring Business Administration

Course Outcomes

ACCT 200 Course Outcomes

1. The student successfully completing the course will have a clear understanding of what accounting is, and why it is important in our everyday lives.
2. The student basic accounting equation will be clearly understood
3. The student will demonstrate basic understanding of the general rules that apply to the field of accounting will be clearly understood.
4. The student will be able to easily distinguish to which categories data belongs.

ACCT 201 Course Outcomes

1. The student will have an advanced understanding of fixed and tangible assets, receivables, current liabilities, and payroll.
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3. The student will Be knowledgeable regarding stock transactions, dividends, long-term liabilities, and investments using fair-value accounting.
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2. The student will be able to identify the managerial levels and functions within a business organization.
3. The student will be able to describe the planning and decision making processes practiced in management.
4. The student will be able to describe the organizing functions within a business organization.
5. The student will be able to describe various controlling processes used by a manager.

BOTE 247 Course Outcomes

1. To offer an in depth presentation of Microsoft Excel 2016
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create worksheets suitable for coursework, professional purposes, and personal use
4. Create worksheets containing charts, formulas, functions, formats, and external data

1. Area of Concern	Non-completers had low zoom attendance and did not attend in person class offering.
Recommendation of assessment committee and/or faculty	Encourage zoom or in class attendance with extra credit incentives.
Result of Recommendation	
2. Area of Concern	Field experience students not completing field experience assignment
Recommendation of assessment committee and/or faculty	Encourage students to contact field experience provider early in the semester and complete contact hours.
Result of Recommendation	

D-Direct I-Indirect List activity(ies) used to measure student success	Goal	Findings - Results (N = # students met/# total) (Avg. = average grade) Range = lowest to highest grade	Analysis (Contributing factors - Internal and External -resulting in not meeting goal)	Recommendations	Identify Course Outcome(s) being demonstrated	Identify Program Outcome(s) being demonstrated	Identify Essential Studies Outcome(s) being demonstrated
Acct 200 D – Simulation I – Self- Evaluation	>80	N =7 NP =3 SR =4/4 Avg. = 100 Range = 100 Avg. =20 Range =12- 20	Goals met for course completer. Non- completers: Not consistently attending zoom sessions & non- responsive to attempts to contact.	Encourage students to attend zoom sessions or in- person.	1,2,3,4	1,2,3,4	1,2,3,4
Acct 201 D – Case Study I – Self- Evaluation	>80	N =16 NP =4 SR =12/12 Avg. = 100 Range =100 Avg. =14 Range =11- 15	Goals met for course completers. Non- completers: Not consistently attending zoom sessions & non- responsive to attempts to contact.	Encourage course zoom or in-person participation & communicating any concerns with instructor or advisor and to withdraw when necessary.	1,2,3,4	1,2,3,4	1,2,3,4
BADM 202 D – Case Study	>80	N =17 NP =5 SR =12/12 Avg. =100 Range=	Goals met for student completers. Non- completer:	Encourage zoom and in-person participation & communicating any concerns with	1,2,3,4,5	1,2,3,4	1,2

I – Self-Evaluation		100 Avg. =22.3 Range =16-25	Not consistently attending zoom sessions & non-responsive to attempts to contact.	instructor or advisor and to withdraw when necessary.			
BOTE 197 Field Experience Paper	>80	N =12 NP =3 SR =9/9 Avg. =97.2 Range= 75-100	Goals met for student completers. Non-completer: Not starting field experience engagement in a timely manner and completing once started.	Encourage students to engage field experience provider early in the semester.	1,2,3,4,5	1,2,3,4	1,2,3,4
I – Self-Evaluation		Avg. =14.1 Range =9-15					

Appendix D – Cost Effectiveness and Ability to Meet Occupational Needs

Occupational Needs

(Insert data in table from national trend data; cite all source(s) using APA Format)

National Employment Projections, 2020-2030 Bureau of Labor Statistics	
Occupational Category	Projected Increase
Financial Analysts	8%
Accountants and Auditors	4%

Source: Bureau of Labor Statistics

Annual Revenue and Expenditures (Prefilled)

Term	Enrollment	Tuition	ISC per FTE	ISC Revenue	Total Revenue
Fall 2018	21	\$31,500.00	\$7,356.26	\$77,240.73	\$108,740.73
Spring 2019	18	\$27,000.00	\$7,356.26	\$66,206.34	\$93,206.34
Summer 2019	2	\$1,500.00	\$7,356.26	\$7,356.26	\$8,856.26
AY 2018-19		\$60,000.00		\$150,803.33	\$210,803.33
Fall 2019	22	\$33,000.00	\$8,279.20	\$91,071.20	\$124,071.20
Spring 2020	19	\$28,500.00	\$8,279.20	\$78,652.40	\$107,152.40
Summer 2020	5	\$3,750.00	\$8,279.20	\$20,698.00	\$24,448.00
AY 2019-20		\$65,250.00		\$190,421.60	\$255,671.60
Fall 2020	28	\$42,000.00	\$7,356.26	\$102,987.64	\$144,987.64
Spring 2021	27	\$40,500.00	\$7,356.26	\$99,309.51	\$139,809.51
Summer 2021	18	\$27,000.00	\$7,356.26	\$66,206.34	\$93,206.34
AY 2020-21		\$109,500.00		\$268,503.49	\$378,003.49
Fall 2021	41	\$73,800.00	\$8,656.00	\$177,448.00	\$251,248.00
Spring 2022	35	\$63,000.00	\$8,656.00	\$151,480.00	\$214,480.00
Summer 2022	19	\$34,200.00	\$8,656.00	\$82,232.00	\$116,432.00
AY 2021-22		\$171,000.00		\$411,160.00	\$582,160.00
Fall 2022	44	\$79,200.00	\$9,245.00	\$203,390.00	\$282,590.00
Spring 2023	51	\$91,800.00	\$9,245.00	\$235,747.50	\$327,547.50
Summer 2023	20	\$36,000.00	\$9,245.00	\$92,450.00	\$128,450.00
AY 2022-23		\$207,000.00		\$531,587.50	\$738,587.50

Term	2022-2023	2021-2022	2020-2021	2019 - 2020	2018 - 2019
Salary	\$ 61,443	\$ 57,430	\$ 51,064	\$ 57,693	\$ 52,643
Fringe	40%	36%	35%	35%	35%
# of Program Faculty	1	1	1	1	1
Total Salaries	\$61,443.00	\$57,430.00	\$51,064.00	\$57,692.67	\$52,643.00
Total Fringe	\$24,577.20	\$20,674.80	\$17,872.40	\$20,192.43	\$18,425.05
Total Expenses	\$86,020.20	\$78,104.80	\$68,936.40	\$77,885.10	\$71,068.05
Total Revenue	\$738,587.50	\$582,160.00	\$378,003.49	\$255,671.60	\$210,803.33
Net Gain/Loss	\$652,567.30	\$504,055.20	\$309,067.09	\$177,786.50	\$139,735.28

Program Evaluation and Review (for Curriculum Committee Use Only)

Criteria	Program Exceeds Expectations	Program Meets Expectations	Program Needs Improvement	Program Does Not Meet Expectations
Sec II Enrollment	Increasing	Steady	Decreasing	Unsustainably Low
Sec III Quality of the Program as Determined from Assessment Information	The program's quality is substantial and notable.	The program's quality is substantial but could be strengthened through curricular and/or program enhancements, e.g. providing additional resources, adding or deleting courses	The program's quality could be strengthened through reconfiguration, e.g. substantial modification of the curriculum and the reorganization of faculty.	The program's quality and/or contribution to the institution is not substantial enough to justify its continuance
Sec IV Cost Effectiveness	Net Gain	Break Even	Net Loss	Unsustainable Losses
Sec IV Projected Occupational Need (Regional and State Level)	Large Need and Growth in This Area	Moderate Need	Minor or Low Need	No Clear Need for This Degree
Sec V Ability to positively impact CCCC's relationships, partnerships & alliances	Relationships are strong – benefits the overall mission of the college	Relationships, partnerships, and/or alliances could be developed to strengthen the program	Relationships, partnerships, and/or alliances need to be reconfigured in order to positively impact the college	Relationships, partnerships, and/or alliances are not positively impacting the college. The program's reduction or phase out would not adversely impact other programs.

The Curriculum Committee makes the following recommendation(s):

The program is healthy and growing, with increased student enrollment and graduates.

The program is recommended for continuance.

Follow up actions and timeline:

Pursue an agreement with Bay Mills by spring 2025 for affordable transition into a 4-year degree program. Develop a plan for outreach to increase awareness of the Administrative Assistant Certificate option.



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Tribe

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Completed Program Reviews Verification

Name of Program Reviewed: AA Business Administration/Certificate Administrative Assistant



Director of Faculty of Record

10-19-23

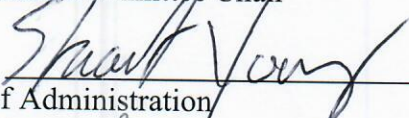
Date of Review



Curriculum Committee Chair

10-19-23

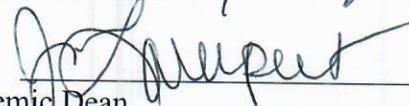
Date of Review



Dean of Administration

10/23/23

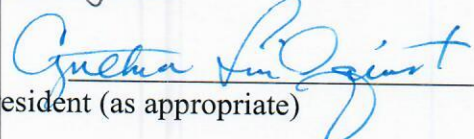
Date of Review



Academic Dean

10-19-23

Date of Review



President (as appropriate)

11-1-23

Date of Review

Chair CCCC Board of Regents (as appropriate)

Date of Review