



Inter American University of Puerto Rico
Fajardo Campus
Department of Business Administration

The learning outcomes for each Business Administration program are as follows:

Business Administration (A.A.S.)

1. Apply the fundamental concepts of Entrepreneurial and Management Development.
2. Develop basic skills related with Entrepreneurial and Management Development.

Accounting (A.A.S.)

1. Know and understand the accounting theory using as its base the generally accepted principles of financial accounting in the national and international environment.
2. Know and understand the state tax legislation.
3. Know and understand the theory of managerial and cost accounting for their application in organizations
4. Know and understand the information and communication technology used in accounting processes.
5. Know and understand the legal responsibility, the ethical principles and the Code of Ethics of the accounting profession.
6. Apply the theory and the principles of financial accounting to prepare, analyze and report on the economic results and the financial situation of the organization.
7. Apply the provisions of the Code of Internal Revenue of Puerto Rico and the United States (federal) and their amendments to determine the taxes of the individual.
8. Apply the theory of managerial and cost accounting and for the accumulation, allocation, communication of results and analysis for decision making.
9. Analyze the accumulation of costs for the purpose of planning, implementing, and controlling the operations of the company.



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10. Use information and communication technology related to the accounting profession.

Office Systems Administration (A.A.)

1. Know the tasks and responsibilities of an office administrator.
2. Know diverse application programs to perform their profession.
3. Know the current legislation and regulations on the confidentiality of documents of the customers that the company serves
4. Know the innovations and changes in the profession and the technological advances that affect them.
5. Know the ethical and legal norms relevant to the social responsibility of a company and the individuals that integrate it.
6. Produce documents with the speed and accuracy that will permit them to perform effectively in different offices.
7. Develop strategies for the best operation of the office systems.
8. Be able to communicate in the oral and written form, in Spanish as well as in English, making use of diverse means that facilitate the achievement of the company's objectives.
9. Use diverse technological resources that will facilitate the processes of office systems management.

Entrepreneurial and Managerial Development (B.B.A.)

1. Know the scientific and mathematical concepts and their applicability in the operation of an organization.
2. Know the basic principles the financial information and their effect in decision-making.
3. Know the nature and function of organizations and their effects in society.



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4. Know the concepts of social and ethical responsibility and their contribution to society
5. Know the fundamental principles and concepts of entrepreneurship and their application in the organization.
6. Know the diverse business and managerial strategies.
7. Know the administrative concepts, theories and principles of the operation of an organization.
8. Analyze the legal frame that the company is responsible for.
9. Apply the basic functions of administration in the organization.
10. Design strategic plans for the achievement of organizational goals and objectives.
11. Exert leadership to develop and administer a company.
12. Integrate managerial theory to the different work scenarios.
13. Recognize the importance of entrepreneurship in the company and in the economy of a country.
14. Prepare a Business Plan

Marketing (B.B.A.)

1. Demonstrate knowledge on the principles, concepts and practices for decision making in the marketing field.
2. Identify the innovations and changes in the research and technological field.
3. Demonstrate knowledge of the marketing functions that will permit them to perform an analysis of the market.
4. Know the interdisciplinary approaches for the formation a globalizing vision.



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5. Apply quantitative and qualitative analysis in problem solving in the marketing area.
6. Investigate diverse sources, select relevant material, organize and analyze the information for decision making.
7. Handle situations in team work in the marketing field through the development of critical thought.

Human Resources (B.B.A.)

1. Enumerate the strategies necessary to plan, direct, supervise and coordinate the activities related to the organization's employees.
2. Identify the functions of the Human Resources area related to recruitment, selection, training and development of the human resource; to compensations, labor legislation, syndication and collective bargaining; and to security and hygiene in the organizational work environment.
3. Differentiate the processes in strategic decision-making corresponding to human resources management.
4. Know the characteristics the workforce and how these influence in the practices of the strategic management of human resources.
5. Compare the legal framework applicable to human resources management.
6. Describe ethical behavior in human resources professionals.
7. Recognize the competitive advantage that the organizations must develop through their human resources to obtain a positioning in the globalized markets.
8. Apply the practices and the policies of the of human resources management that support the strategic administration of organizations.
9. Handle labor diversity for the benefit of the organization.
10. Apply technology and information systems in human resources for their development and performance.



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11. Communicate with property and correction, in oral as well as in written form, with the professional language of their field.

Accounting (B.B.A.)

1. Know and understand the accounting theory using as its base the generally accepted principles of financial accounting in the national and international environment.
2. Know and understand the generally accepted theory and norms for auditing the financial information of the organization.
3. Know and understand the state and federal tax legislation applicable to individuals.
4. Know and understand the theory of managerial accounting and costs for its application in organizations.
5. Know and understand the theory and the applicable accounting principles in non-profit organizations.
6. Know and understand the information and communication technology used in accounting processes.
7. Know and understand the legal responsibility, the ethical principles, and the Code of Ethics of the accounting profession.
8. Apply the theory and principles of financial accounting to prepare, analyze and report on the economic results and the financial situation of the organization.
9. Apply the theory of managerial accounting and costs for the accumulation, allocation, communication of results and analysis for decision making.
10. Apply the theory and the audit norms to emit judgment on the results of the structure of the internal control and the results of an audit of accounts.
11. Apply the provisions of the Code of Internal Revenue of Puerto Rico and the United States (federal) and their amendments to determine the taxes of the individual.



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12. Analyze the accumulation of costs for the purpose of planning, implementing and controlling the operations of the company.
13. Use information and communication technology related to the accounting profession.

Office Systems Administration (B.A.)

1. Know the tasks and responsibilities of an office administrator.
2. Know diverse application programs to perform their profession.
3. Know the current legislation and regulations on the confidentiality of documents of the customers that the company serves.
4. Know the innovations and changes in the profession and the technological advances that affect them.
5. Know the ethical and legal norms relevant to the social responsibility of a company and the individuals that integrate it.
6. Know the different areas related to the administration of companies - accounting, marketing, economics, statistics, finances.
7. Know the managerial functions related to planning, organization, effective administration of time and human resources.
8. Know the effective techniques to explore self-employment.
9. Produce documents with the speed and accuracy that will permit them to perform effectively in different offices.
10. Apply the knowledge of managerial functions for problem solving and decision making that may occur in the company.
11. Develop strategies for the best operation of the office systems.



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12. Be able to communicate in the oral and written form, in Spanish as well as in English, making use of diverse means that facilitate the achievement of the company's objectives.
13. Use diverse technological resources that will facilitate the processes of office systems management.
14. Plan, design and offer professional improvement activities in the company's areas of interest.

Tourism Management (B.B.A.)

1. Understand the basic concepts and the theory of touristic administration and its' dependencies.
2. Design and plan large and small events as well applying tasks for banquet and convention areas.
3. Demonstrate knowledge of the Puerto Rican culture related to tourism and in using it to create new destinations.
4. Apply basic functions for reserving and purchasing touristic services.
5. Recognize the functions of the hotel lodging department and their service application.

Business Administration General Program (M.B.A.)

1. Know and understand the concepts, practices and managerial processes related to area of Business Administration.
2. Know and understand the main qualitative and quantitative models used in the decision-making processes and problem-solving in the business context.
3. Know and understand the business environment and their involvement in financial planning.



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4. Integrate concepts and managerial processes in their professional performance in the business administration scenario.
5. Using quantitative and qualitative methods and methodology of research to substantiate decision making in the organization.
6. Use creativity and innovation to achieve the company's goals and objectives.
7. Recognize the importance of becoming an agent of change in the development and application of innovative practices and policies to achieve the organizational objectives and goals while integrating diversity in companies.

Business Administration – Human Resources (M.B.A.)

1. Know and understand human resources practices related to the analysis and design of work, the recruitment and selection, training and development, performance evaluation, the compensation and relations with employees, considering their involvement in the strategic administration of organizations.
2. Know and understand the legal framework, as well as of the different regulations and bylaws associated with the practices of human resources both domestically and internationally.
3. Know and understand the main theories of human behavior associated with the environment organizations and their involvement in the management of human resources.
4. Implement effective human resource management strategies to the solution of problems considering the dynamics of the changing environment around organizations.
5. Integrate different human resource practices with a strategic approach and considering the development of competitive advantages.
6. Develop a strategic approach to decision making supported by research and avant-garde technologies applied to the human resource management field.



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Business Administration – Management Information System (M.B.A.)

1. Know and understand the concepts of emerging technology that may apply to the management field.
2. Know and understand the processes of evaluation, planning and selection of different managerial information systems.
3. Know and understand the processes of evaluation and measurement of the different managerial areas with an emphasis on the in management information systems
4. Evaluate and select the appropriate technology to develop a management information system according to the needs of the organization to which they belong.
5. Design management information strategies that meet current and future information processing needs of the organization to which they belong.
6. Analyze and document the information requirements of an organization.
7. Be aware of the impact of information systems in the management process.
8. Recognizing the importance of research in management processes.

Business Administration – Marketing (M.B.A.)

1. Know and understand the concepts, theories and practices that serve as a basis for efficient and effective decision making in marketing-related fields.
2. Know and understand the concepts, theories and practices and its relationship with strategic decision making in marketing companies.
3. Know and understand trends in the domestic and international marketing environment that affect decision making.
4. Identify the information and the knowledge necessary for making strategic decisions in marketing.



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5. Prepare quantitative and qualitative analysis in solving marketing problems.
6. Use critical thinking and analysis in decision making.
7. Demonstrate a global vision and openness towards international markets.

Business Administration – Tourism (M.B.A.)

1. Know and understand the concepts and practices related with the touristic business administration areas.
2. Know and understand the social, economic, politic and global environment in which tourism organizations operate.
3. Apply quantitative and qualitative methods in the critical analysis of decision-making and the problem-solving processes related to the way the tourism company operates.
4. Use the research methodology to take informed decisions in the organization.
5. Master technology as a tool in the management of information in the tourism company.
6. Demonstrate sensitivity to achieve organizational goals and objectives related to cultural diversity