

PROGRAM ASSESSMENT PLAN ~ 2014-15 through 2019-20

This document only needs to be updated when changes are made.

UNIT	WASHBURN INSTITUTE OF TECHNOLOGY
DIVISION	HUMAN SERVICES
Program	Office Careers Technology / Core course for Business Bookkeeping and Accounting, Legal Office Professional, and Medical Office Specialist
Date Prepared	August 2014
Date Revised	January 2016

PROGRAM MISSION

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The mission of the Office Careers Technology program is to prepare students for employment at entry level administrative office positions by providing instruction in basic business and office management skills.

PROGRAM STUDENT LEARNING OUTCOMES (PSLO)

If the program has more than 6 PSLO, hit "Tab" in the last cell to add another row. Cells will expand to accommodate text.

Upon completion of the program students will be able to:

PSLO 1 (BAT122)	Identify and use parts of grammar and punctuation correctly
PSLO 2 (BAT130)	Demonstrate advanced word processing functions and apply concepts to business documents.
PSLO 3 (BAT116/118)	Evaluate business transactions by applying U.S. Generally Accepted Accounting Principles to record those transactions in the financial records and generate a complete set of financial reports.
PSLO 4 (BAT172)	Demonstrate advanced spreadsheet management functions
PSLO 5 (BAT140)	Demonstrate appropriate keyboarding techniques while increasing accuracy and speed.
PSLO 6 (BAT180)	Demonstrate human relation management skills and ethics.
PSLO 7 (BAT215)	Demonstrate intermediate database management functions.
PSLO 8 (BAT200)	Apply knowledge of business law.
PSLO 9 (BAT205)	Demonstrate well written business documents and oral presentations.

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CURRICULUM MAP (Alignment)

List all courses required for program majors and indicate, where applicable, (using the following key) the PSLO with which they are associated.

T = Taught

X = Taught and Assessed

A = Assessed

If the program has more than 6 PSLO, "Copy and Paste" rows from this table below the existing table, beginning with the row numbering the PSLO.

Required Courses	PSLO 1	PSLO 2	PSLO 3	PSLO 4	PSLO 5	PSLO 6	PSLO 7
BAT116 or BAT118			X				
BAT122	X						
BAT126							
BAT130		X					
BAT140					X		
BAT172				X			
BAT180						X	
BAT 200							
BAT 205							
BAT 215							X

Required Courses	PSLO 8	PSLO 9
BAT116 or BAT118		
BAT122		
BAT126		
BAT130		
BAT140		
BAT172		
BAT180		
BAT 200	X	
BAT 205		X
BAT 215		

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ASSESSMENT MEASURES (Method)

Indicate (mark with an X) the type of assessment used to evaluate each PSLO.

Check as many boxes as apply.

Programs should use at least 2 direct measures for each PSLO.

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	PSLO 1	PSLO 2	PSLO 3	PSLO 4	PSLO 5	PSLO 6	PSLO 7
DIRECT							
Portfolio							
Performance Assessment	X	X			X		X
Performance Assessment (Off campus experience – Clinical, Internship, Practicum, etc.)							
Professional Credentialing Exam							
Major Field Test or National Exam (Microsoft Office Specialist Certification)				X			
Course Embedded Assignment			X			X	
Project Evaluation							
Course Grades							
Other (Describe)							
INDIRECT							
Surveys							
Exit Interviews/Focus Groups							
Other (Describe)							

	PSLO 8	PSLO 9
DIRECT		
Portfolio		
Performance Assessment	X	
Performance Assessment (Off campus experience – Clinical, Internship, Practicum, etc.)		
Professional Credentialing Exam		
Major Field Test or National Exam (Microsoft Office Specialist Certification)		
Course Embedded Assignment		
Project Evaluation		X
Course Grades		
Other (Describe)		
INDIRECT		
Surveys		
Exit Interviews/Focus Groups		
Other (Describe)		

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THRESHOLD OF STUDENT SUCCESS

For each PSLO, list each measure separately and indicate the threshold of student achievement considered acceptable.

(example: 75% of students will receive B or better) - see Assessment Plan Guide for additional instructions.

Hit :Tab" in the last cell to add another row. Cells will expand to accommodate text.

PSLO	MEASURE	THRESHOLD
PSLO 1 (BAT122)	Identify and use parts of grammar and punctuation correctly	75% of students will be able to use correct grammar in 75% of tests and assignments in: BAT122, BAT126, BAT180, BAT205, MOS240, MOS250, MOS260
PSLO 2 (BAT130)	The outcome will be measured by the results of Word Processing Performance Assessment scores.	85% of students will demonstrate the ability to perform tasks such as format documents and insert objects in BAT130 (Word Processing) by a total score of 75% or higher on Performance Assessments.
PSLO 3 (BAT116/118)	Final exam exercise	80% of students will score at least 608 out of 800 on this final exam exercise.
PSLO 4 (BAT172)	Students will take one of three different G'Metrix practice certification exams for Microsoft Office Excel.	80% of students will score at least 700 out of 1,000 on this practice certification exam.
PSLO 5 (BAT140)	Students will take a typing test at beginning of semester and at end of semester.	90% of students will increase their typing speed by 5 wpm.
PSLO 6 (BAT180)	The outcome will be measured by the successful error-free completion of a resume, references page, cover letter, and thank you letter.	70% of students will complete an error-free resume, references page, cover letter, and thank you letter in BAT180 (Human Relations).
PSLO 7 (BAT215)	The outcome will be measured by the results of Access Performance Assessment scores.	85% of students will demonstrate the ability to create tables, queries, forms, and reports in BAT215 (Database Management) by a total score of 75% or higher on Performance Assessments.
PSLO 8 (BAT200)	Apply knowledge of business law.	80% of students in BAT200 will score 70% or higher on written tests.
PSLO 9 (BAT205)	Demonstrate well written business documents and oral presentations.	80% of students will complete their final project with a score of 80% or higher.

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DATA COLLECTION CALENDAR

Indicate how often assessment data are collected for each PSLO.

S=every semester

Y=every year

2=every other year

3=every 3 years, (etc.)

O-Other (please explain)

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	Frequency of Data Collection
PSLO 1	
PSLO 2	
PSLO 3	
PSLO 4	
PSLO 5	
PSLO 6	
PSLO 7	
PSLO 8	
PSLO 9	

ANALYSIS AND REPORTING CALENDAR

Indicate (mark with an X) the years in which each PSLO was/will be analyzed and reported.

Cycle will repeat after Year 6.

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	PSLO 1	PSLO 2	PSLO 3	PSLO 4	PSLO 5	PSLO 6	PSLO 7
Year 1/2014-15							
Year 2/2015-16							
Year 3/2016-17							
Year 4/2017-18							
Year 5/2018-19							
Year 6/2019-20							

	PSLO 8	PSLO 9
Year 1/2014-15		
Year 2/2015-16		
Year 3/2016-17		
Year 4/2017-18		
Year 5/2018-19		
Year 6/2019-20		

If field experiences are a significant part of the program, explicitly address how validity and reliability of the evaluation instrument is ensured.

Cell will expand to accommodate text.

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STAKEHOLDER INVOLVEMENT

Describe how stakeholders (faculty, students, alumni, advisory boards, community, etc.) are involved in the development, implementation, periodic review and continuous improvement of the Assessment Plan.

Cell will expand to accommodate text.

PROGRAM ASSESSMENT PLAN REVIEW CYCLE

Indicate (mark with an X in column 2) the year(s) in which this Program Assessment Plan will be reviewed and indicate in column 3 (when applicable) when changes are made and addressed in the appropriate year's annual report.

Cycle repeats after Year 6.

	Program Assessment Plan Review	Were changes made and addressed in the Annual Report? <u>Yes</u> or <u>No</u> (update when applicable)
Year 1/2014-15		
Year 2/2015-16		
Year 3/2016-17		
Year 4/2017-18		
Year 5/2018-19		
Year 6/2019-20		