

# PROGRAM ASSESSMENT PLAN ~ 2014-15 through 2019-20

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

<b>UNIT</b>	<b>WASHBURN INSTITUTE OF TECHNOLOGY</b>
<b>DIVISION</b>	<b>HUMAN SERVICES</b>
<b>Program</b>	<b>Business, Bookkeeping &amp; Accounting</b>
<b>Date Prepared</b>	<b>August 2014</b>
<b>Date Revised</b>	

## PROGRAM MISSION

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The mission of the Business, Bookkeeping and Accounting program is to prepare students for employment at entry level accounting data entry jobs by providing instruction in accounting principles, QuickBooks Pro software, professional standards and ethics, and 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:**

<b>PSLO 1</b>	Communicate effectively in both oral and written forms.
<b>PSLO 2</b>	Demonstrate advanced word processing functions and apply concepts to business documents.
<b>PSLO 3</b>	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.
<b>PSLO 4</b>	Evaluate a company's financial reports utilizing appropriate financial statement analysis techniques.
<b>PSLO 5</b>	Demonstrate advanced spreadsheet management functions.
<b>PSLO 6</b>	Demonstrate appropriate keyboarding techniques while increasing accuracy and speed.
<b>PSLO 7</b>	Demonstrate human relation management skills and ethics.
<b>PSLO 8</b>	Demonstrate intermediate database management functions.
<b>PSLO 9</b>	Apply knowledge of business law.
<b>PSLO 10</b>	Apply knowledge of business structures and office management skills.

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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
BAT118	A		X	X	A	
BAT122	X					
BAT128	A		X	X	A	
BAT130		X				
BAT140	X	X				X
BAT172					X	
BAT180	X	X				
BAT200		A				
BAT205	X	X				X
BAT215						
BAT220	A			A		
BAT255	A		X	X	A	
BAT265			X	X		

Required Courses	PSLO 7	PSLO 8	PSLO 9	PSLO 10
BAT118				
BAT122				
BAT128				
BAT130				
BAT140				
BAT172				
BAT180	X			
BAT200	X		X	
BAT205				
BAT215		X		
BAT220	X		X	X
BAT255				X
BAT265				

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

	PSLO 7	PSLO 8	PSLO 9	PSLO 10
<b>DIRECT</b>				
Portfolio	X			
Performance Assessment	X	X	X	X
Performance Assessment (Off campus experience – Clinical, Internship, Practicum, etc.)	X	X	X	X
Professional Credentialing Exam				
Major Field Test or National Exam				
Course Embedded Assignment	X	X	X	X
Project Evaluation	X	X		X
Course Grades	X	X	X	X
Other (Describe)				
<b>INDIRECT</b>				
Surveys	X	X	X	X
Exit Interviews/Focus Groups	X		X	
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	Communicate effectively in both oral and written forms.	75% of students will be able to use correct grammar in 75% of tests and assignments in BAT118, BAT122, BAT128, BAT140, BAT180, BAT205, BAT220, and BAT255.
PSLO 2	Demonstrate advanced word processing functions and apply concepts to business documents.	75% of students will demonstrate advanced word processing functions and apply concepts to business documents in 75% of assignments and assessments in BAT130, BAT140, BAT180, BAT200, and BAT205.
PSLO 3	Evaluate business transactions by applying U.S. Generally Accepted Accounting Principles to record those transactions in the financial records and <i>generate</i> a complete set of financial reports.	75% of students will demonstrate application of U.S. Generally Accepted Accounting Principles to record those transactions in the financial records and <i>generate</i> a complete set of financial reports in 75% of assignments and assessments in BAT118, BAT128, BAT255, and BAT265.
PSLO 4	Evaluate a company's financial reports utilizing appropriate financial statement analysis techniques.	75% of students will evaluate a company's financial reports utilizing appropriate financial statement analysis techniques in 75% of assignments and assessments in BAT118, BAT128, BAT220, BAT 255 and BAT265.
PSLO 5	Demonstrate advanced spreadsheet management functions	75% of students will demonstrate advanced spreadsheet management functions in 75% of assignments and assessments in BAT172 and BAT255.
PSLO 6	Demonstrate appropriate keyboarding techniques while increasing accuracy and speed.	85% of students will demonstrate proper keyboarding techniques 90% of the time. 90% of students will increase their typing speed by 5 wpm in BAT140.
PSLO 7	Demonstrate human relations management skills and ethics.	80% of students will demonstrate human relations management skills and ethics 85% of the time in BAT180 and BAT200.
PSLO 8	Demonstrate intermediate database management functions.	85% of students will demonstrate the ability to create tables, queries, forms, and reports in BAT215
PSLO 9	Apply knowledge of business law.	80% of students in BAT200 will score 70% or higher on written tests.
PSLO 10	Apply knowledge of business structures and office management skills.	80% of students will demonstrate knowledge of business structures and office management skills in 85% of assignments and assessments in BAT220 and BAT225.

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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	
PSLO 10	

## 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
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 7	PSLO 8	PSLO 9	PSLO 10
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		

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