



## **Program Assessment Report (PAR)**

**Applied Business Technologies (ABT) Associate Degree**

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**ACADEMIC YEAR COVERED BY THIS REPORT: [AcademicYear]**

### **I. PROGRAM LEARNING OUTCOMES**

Graduates will demonstrate proficiency in multiple software packages in OIS 1260 - Software Applications and OIS 2120 - Financial Recordkeeping. Graduates will develop the necessary documents to search for a job in OIS 2150. They will develop an effective resume, cover letter and job application. Graduates will develop a business plan in OIS 1160 - Intro to Applied Business.

### **II. PROCEDURES USED FOR ASSESSMENT**

#### **A. Direct Assessment**

Students will completed selected assignments in OIS 1260 and OIS 2120. Instructor will select random assignments from Excel and Quickbooks to measure competency. Students will demonstrate the ability to write an effective resume, cover letter and job application. Instructor will choose random documents from each category and measure them against criteria in the assignment. Students will develop a business plan in OIS 1160. Instructor will chose a few assignments by random and compare them to the rubric in Pilot.

#### **B. Scoring of Student Work**

Scoring of student work will be in house using rubrics and other methods indicated in procedures used for assessment.

#### **C. Indirect Assessment**

[IndirectAssessment]

### **III. ASSESSMENT RESULTS/INFORMATION:**

[AssessmentResult]

[Summary]

[Analysis]

### **IV. ACTIONS TO IMPROVE STUDENT LEARNING**

Information from assessments will be reviewed by all faculty teaching in the Business Technologies associate degree. We will continually monitor assessments to make sure they are still relevant as we gather artifacts from students.

### **V. SUPPORTING DOCUMENTS**

Additional documentation, when provided, is stored in the internal Academic Program Assessment of Student Learning SharePoint site.