



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

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

**REPORT PREPARED by: Berelsman, Cynthia J.**

**ACADEMIC YEAR COVERED BY THIS REPORT: 2021-2022**

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

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

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

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

Learning Outcome 3 2020 - 2021 - Graduates will develop a business plan in OIS 1160. Students will work through the process of developing a Business Plan as their final project in OIS 1160. They will walk through a step-by-step process of developing a business plan. The assignment sheet is attached. Instructors will select three to five projects at random to grade using the attached rubric.

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

Student work is scored through an instructor developed rubric. See attached.

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

The majority of the students in the AAB continue on in the BTAS (Supervision and Management Concentration). Therefore the survey we are in the process of

deveoping for the BTAS students will contain information addressing what the students are learning in relation to the needs in their field of study. We are continually looking to update our curriculum to meet indusry needs and to make sure our students have the relevant skills to be successful. We will also explore sending our surveys to local businesses to make sure our students are learning the latest skills needed to be leaders in their field.

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

LO 3 Instructors grade the Business Plan with the attached rubric. Feedback will be given to all students. The assignment sheet and rubric clearly define what is expected.

Students do very well with this project. The Business Plan finals reveal a 90 percent to 100 percent score on the projects submitted this cycle.

[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.