Program Assessment Report (PAR)

Applied Business Technologies (ABT) Associate Degree

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ACADEMIC YEAR COVERED BY THIS REPORT: 2020-2021

I. PROGRAM LEARNING OUTCOMES

Students will demonstrate proficiency in multiple software packages in OIS 1260 - Software Applications (renamed Excel Spreadsheets) 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 2 2020 - 2021 Students will develop the necessary documents to search for a job in OIS 2150. They will develop an error-free and effective resume, cover letter and job application. This class is offered Spring semester each year. Typically the students take this course during the second year of the AAB degree. Students are instructed through the gradual process of developing their resumes, cover letters and job applications. They are given worksheets to fill out that gradually develop the final projects. We measure success by students completing all three documents error-free with a 100 percent accuracy. Anything else is completely unacceptable since studnents will use these documents to apply for jobs.

B. Scoring of Student Work

LO 2 Student work is scored through an instructor developed rubric for the resume. The cover letter and job application are scored by the instructor with written feedback. The scoring is done by the instructor.

C. Indirect Assessment

The majority of the students in the AAB do continue on in the BTAS (Supervision and Management Concentration). Therefore the survey we are in the process of developing 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 especially in the area of software training as industry needs continue to changes. We will also explore sending out surverys to local industries to make sure the software we are teaching is relevant to industry needs. We will also keep in contact with local businesses to make sure our students are learning the best way to create materials to apply for jobs and also what current steps are taking place in the hiring process.

III. ASSESSMENT RESULTS/INFORMATION:

LO 2 Instructors grade the resume using the attached rubric, cover letter and application. It is vital to give students feedback on all three components. It is unacceptable to send anything to potential employers that has errors or incomplete information.

LO 2 Students will complete the resume, cover letter and application with 100% accuracy due to the fact that it is not acceptable to send out anything less than 100 percent when applying for a job.

[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.