Assessment Impact by Assessment Methods

Seward County Community College/Area Tech School

Program - Business Administrative Technology

Direct

Program - Business Administrative Technology

Homework, group activities, and exams in Electronic Calculator Apps course

Outcome: Quantitave business mathematics problems - At the end of the program, the student will be able to solve quantitave business mathematics problems typically found in an administrative professional setting

Benchmark: 80% of the class will achieve at least 75% on unit exams solving business math problems using an electronic calculator

Schedule: 08/17/2010

Results			
Result	**Action**	**Follow-Up**	**Action Status**
05/19/2015 - We did not offer the Electronic Calculator Applications course this year as we updated our course offerings as advised by our Business Advisory Board. **Result Type:** Inconclusive			No Action Required
05/20/2014 - 100% of the class achieved at least 75% **Result Type:** Benchmark Met			Action Complete
05/20/2013 - 67% of students (8/12) scored at least 75% **Result Type:** Benchmark Not Met	05/20/2013 - three of the four students not meeting the benchmark were only 5% shy of the goal. The students not meeting the benchmark all had excessive absenses in common.		Action Plan in Progress
05/17/2012 - 7/9 (78%) reached goal. **Result Type:** Benchmark Not Met			Action Complete
05/23/2011 - 56 percent reached the goal (5/9) **Result Type:** Benchmark Not Met	05/23/2011 - 3 students had zeros on unexcused tests; 1 student didn't withdraw but quit attending because had new job as mgr of Dollar Store		Action Plan in Progress

Homework, exams, and group projects in which students apply their knowledge of the accounting cycle to business transactions. They identify debit and credit errors in a trial balance and complete an assignment manually and with QuickBooks and then compare the two methods

Outcome: Read accounting principles - At the end of the program, the student will be able to read accounting principles (GAAP Generally Accepted Accounting Principles) with comprehension, apply knowledge, and solve accounting problems using manual and electronic means

Benchmark: 80% of the class will achieve a score of at least 75% on assignments and exams.

Schedule: 8/17/2010

Results			
Result	**Action**	**Follow-Up**	**Action Status**
05/26/2015 - This assessment is an old one of mind that I have since updated. I did not perform this assessment in my			No Action

Results			
Result	**Action**	**Follow-Up**	**Action Status**
courses this year. Tanya Dowell **Result Type:** Inconclusive			
05/20/2014 - 100% of the class achieved a score of at least 75% **Result Type:** Benchmark Met			Action Complete
05/17/2012 - 37/45 (82%) received a grade of 80 percent or greater. **Result Type:** Benchmark Met			Action Complete
05/23/2011 - This benchmark didn't take effect until spring semester; all BAT students took Intro to Accounting in fall semester **Result Type:** Inconclusive			Action Plan in Progress

Homework, group activities, and objective and performance exams using Microsoft Office Suite software and the Internet for typical administrative professional activities

Outcome: Current technology - At the end of the program, the student will be able to use current technology to acquire, process, and use information.

Benchmark: 80% of the class will achieve at least 75% on objective and performance exams testing ability to use software efficiently and effectively

Schedule: 8/17/2010

Results			
Result	**Action**	**Follow-Up**	**Action Status**
12/12/2014 - 100% of the students were able to score at least 75% on performance exams requiring use of Excel, PP, and Word, as well as Internet searches to complete administrative professional activities. **Result Type:** Benchmark Met			Action Complete
05/20/2014 - 88% of the class achieved at least 75% **Result Type:** Benchmark Met			Action Complete
05/20/2013 - 80% of students (8/10) scored 75% or higher **Result Type:** Benchmark Met			Action Complete
05/17/2012 - 8/12 (67%) reached goal. **Result Type:** Benchmark Not Met			Action Complete
05/23/2011 - 89 percent reached goal (8/9) **Result Type:** Benchmark Met	05/23/2011 - one student with poor attendance and missing work		Action Plan in Progress

Performance exams which test knowledge of and ability to create typical, error-free (mailable) documents used in an administrative professional setting

Outcome: Keyboarding skills - At the end of the program the student will be able to apply keyboarding skills accurately and proficiently in creating business documents.

Benchmark: 80% of the class will demonstrate ability to produce "mailable" documents 75% of the time

Schedule: 08/17/2010

Results			
Result	**Action**	**Follow-Up**	**Action Status**
05/19/2015 - 100% of the Word Processing/Keyboarding students demonstrated the ability to produce mailable documents 75% of the time. **Result Type:** Benchmark Met			Action Complete
05/20/2014 - 88% of the class demonstrated the ability to produce "mailable" documents 75% of the time. **Result Type:** Benchmark Met			Action Complete
05/20/2013 - 87% of students (13/15) scored 75% or higher **Result Type:** Benchmark Met			Action Complete
05/17/2012 - 22/29 (76%) reached the goal. **Result Type:** Benchmark Not Met			Action Complete
05/23/2011 - 75 percent reached the goal **Result Type:** Benchmark Not Met	05/23/2011 - Students had incomplete assignments and one dropped out without withdrawing		Action Plan in Progress

Homework, group activities, and objective and performance tests which measure knowledge and understanding of administrative professional activities and work relationships

Outcome: Office procedures - At the end of the program, the student will be able to apply accepted office procedures and workplace and organizational skills necessary in a typical administrative professional setting

Benchmark: 80% of the class will demonstrate ability to complete typical business activities and to apply appropriate workplace basic skills achieving a score of at least 75% on unit performance and objective tests

Schedule: 8/17/2010

Results			
Result	**Action**	**Follow-Up**	**Action Status**
12/12/2014 - 100% of the class (11/11 students) achieved a scored of 75% or higher on unit performance and objective tests. **Result Type:** Benchmark Met			Action Complete
05/20/2014 - 88% of the class achieved scores of 75% or above on unit performance and objective tests. **Result Type:** Benchmark Met			Action Complete
05/20/2013 - 81% (13/16 students) achieved scores of 75% or above. **Result Type:** Benchmark Met			Action Complete
05/23/2011 - 92 percent reached goal (11/12) **Result Type:** Benchmark Met	05/23/2011 - one student with poor attendance/grade		Action Plan in Progress

Results			
Result	**Action**	**Follow-Up**	**Action Status**

Homework, group activities, and objective and performance exams in Business English and Business and Technical Writing courses

Outcome: Written Communication - Upon completion of the program, the student will be able to demonstrate effective written communication skills typically used in a business administrative setting

Benchmark: 80% of the class will achieve a score of at least 75% on unit exams

Schedule: Start Date: 8/17/2010

Results			
Result	**Action**	**Follow-Up**	**Action Status**
05/19/2015 - 47% of Business English students and 53% of Business English students scored 75% or higher on unit exams. **Result Type:** Benchmark Not Met			Action Complete
05/20/2014 - 81% of the class achieved a score of least 75% **Result Type:** Benchmark Met			Action Complete
05/20/2013 - 74% (17/24 students) achieved a scored of 75% or higher on unit exams **Result Type:** Benchmark Not Met	05/20/2013 - Students will increase exposure to situations that require written communication		Action Plan in Progress
05/17/2012 - 14/24 (58%) earned at least 75 percent score on unit exams. **Result Type:** Benchmark Not Met			Action Complete
05/23/2011 - 83 percent reached goal (15/18) **Result Type:** Benchmark Met			Action Plan in Progress

Case studies and critical thinking rubric used throughout the course

Outcome: Think critically - Upon completion of the program, students will demonstrate critical thinking skills by purposefully studying a real-life situation, trying to see the situation from all sides, interpreting the information, making valid conclusions, and evaluating possible outcomes.

Benchmark: 80% of students will earn a 3-3-3 rating using the critical thinking rubric.

Schedule: 8/17/2010

Results			
Result	**Action**	**Follow-Up**	**Action Status**
10/10/2014 - 73% of the students received a 3-3-3 critical thinking rubric rating. Some of the students had trouble interpreting the information to make valid conclusions and alternative possible outcomes. **Result Type:** Benchmark Not Met			No Action Required

Results			
Result	**Action**	**Follow-Up**	**Action Status**
05/20/2014 - 83% of students (24/29) achieved a 3-3-3 rating using the critical thinking rubric. **Result Type:** Benchmark Met			Action Complete
05/20/2013 - 42% of students reached this goal (10/24) This was an increase of the 38% reported last year. **Result Type:** Directional Improvement	05/20/2013 - Need to implement additional critical thinking exercises through the semester so that students will learn critical thinking skills among many diverse business situations.		Action Plan in Progress
05/17/2012 - 38 percent reached the 3/3/3+ goal In the three reported activities--none reached the goal in first and second activities; three in the third activity did reach the goal. **Result Type:** Benchmark Not Met	05/17/2012 - Five of the total eight students were dual credit high school students; only one high school student reached the goal.Two of the three who reached the goal were college students. Action: need to get more "buy in" from the dual credit students.		Action Plan in Progress
05/23/2011 - Assessment has not begun **Result Type:** Inconclusive	05/23/2011 - Assignment has been developed; assessment not completed		Action Plan in Progress

Indirect

No Assessment Tools reported for this Assessment Method Category

No Assessment Method Category specified.

No Assessment Tools reported for this Assessment Method Category