



Program Assessment Report

Program/Award: Associate of Applied Science – Administrative Computer Technology
Academic Year Assessed: 2012-13
Program Lead Faculty: Sylvia G. de Hoyos
Department Chair: Dean Gary Shelman

Program Learning Outcome #1	Demonstrate relevant Job performance skills.
Courses in the degree plan that address this outcome	POFT 2380
Assessment Method	Concept and hands-on skill performance assessments will be used to assess the basic knowledge, skills, and abilities of the students. Additionally, the evaluation of the goals set by agreement for the co-operative learning class used as the capstone for the Associate of Applied Science Award.
Targets for Achievement	70% of the students in course POFT 2380; make a grade “C” or higher in the final project for POFT 2380 Co-operative Education course .
Results	2010- 2011: number of students =7 ; number passed = 6 ; pass rate: 86% 2011-2012: number of students = 16; number passed = 16 ; pass rate: 100 % 2012-13: number of students = 16; number passed = 16; pass rate ; 100%
Target Met or Not Met	Target met
New action plan for improvement of student learning	Explore additional avenues for enhancing course through the development of additional job sites for students to expand their potential for employment/internship opportunities
Evaluation of	With the increase in the internship opportunities, the students have been able to recognize the application of course theory

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previous cycle's action plans	and content to "real world" situations.
Program Learning Outcome #2	Demonstrate mastery of oral and written business communication skills.
Courses in the degree plan that address this outcome	POFT 2312
Assessment Method	Oral and written assignments for the POFT 2312 Business Correspondence and Communications course.
Targets for Achievement	70% of the students make a "C" or higher on the comprehensive content final exam for POFT 2312 Business Correspondence and Communications.
Results	<p>2010- 2011: number of students = ; number passed = ; pass rate: % n/a</p> <p>2011-2012: number of students = 8; number passed = 6 ; pass rate: 75 %</p> <p>2012-13:number of students = 12; number passed = 11; pass rate 92%</p>
Target Met or Not Met	Target was met
New action plan for improvement of student learning	Incorporate problem-based assignments which will allow students to apply communication concepts to classroom simulations.
Evaluation of previous cycle's action plans	With the change in course delivery to blended classroom/ online format and 4 week miniterm, the students have been able to achieve and realize a greater and faster-paced completion of certificates.
Program Learning Outcome #3	Demonstrate accurate accounting practices.

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Courses in the degree plan that address this outcome	ACNT 1303
Assessment Method	Homework, exams, and comprehensive problems in Introduction to Accounting course (ACNT 1303).
Targets for Achievement	70% of the students make a "C" or better in the final exam for ACNT 1303 Introduction to Accounting.
Results	2010- 2011: number of students = ; number passed = ; pass rate: % n/a 2011-2012: number of students = 8; number passed = 6 ; pass rate: 75 % 2012-13:
Target Met or Not Met	
New action plan for improvement of student learning	This course is now offered as part of the Math department to allow for closer interaction with study/learning assistance for students.
Evaluation of previous cycle's action plans	This course is now offered as part of the Math department to allow for closer interaction with study/learning assistance for students.
Program Learning Outcome #4	Demonstrate efficient and effective office procedures and practices
Courses in the degree plan that address this outcome	POFT 1309

