ALAMO COLLEGES

PALO ALTO COLLEGE

Administrative Computer Technology: Bill and Account Collector Level I AAS Certificate

Career and Technical Education Degrees and Certificates

#1	Administrative Computer Technology: Bill and Account Collector Level I AAS Certificate Student Learning Outcome Demonstrate accurate accounting practices.
	Courses in this certificate that address this outcome ACNT 1303
	Assessment Measure for this Outcome Homework, exams, and comprehensive problems in Introduction to Accounting course (ACNT 1303).
	Achievement Target for this Measure 70% of student make a score of 70 or better in the ACNT 1303 Introduction to Accounting final.
	Findings Twelve out of twenty students (60%) made a score of 70 or better.
	Related Action Plans Reduce the number of sections offered. Find tutoring options for the students.
#2	Administrative Computer Technology: Bill and Account Collector Level I AAS Certificate Student Learning Outcome Demonstrate amicable and productive teamwork abilities.
	Courses in this certificate that address this outcome POFT 1313
	Assessment Measure for this Outcome Homework and group assignments in POFT 1313 Professional Workforce Course.
	Achievement Target for this Measure 70% of students make a score of 70 or better on the POFT 1313 Professional Workforce final.
	Findings Seven out of eight students earned a score of 70 or better.
	Related Action Plans Reduce the times that the course is offered during the year, place it on the rotation basis. Offer the course in person only to foster teamwork and to monitor the students' performance.
#3	Administrative Computer Technology: Bill and Account Collector Level I AAS Certificate Student Learning Outcome Demonstrate computer and software competency.

	Courses in this certificate that address this outcome POFI 1301
	Assessment Measure for this Outcome Assignments in the POFI 1301 Computer Applications course.
	Achievement Target for this Measure 70% of students make a score of 70 or better on the POFI 1301 Computer Applications final.
	Findings Due to Banner transitioning data not available from the last time that the course was taught.
	Related Action Plans Up-scored software package. Changed delivery system from open entry/open exit to a more traditional delivery of the course. Evaluated the faculty and rotated who teaches what.