

Assessment: Assessment Unit Four Column

Program - Business Administrative Technology

Mission Statement: The mission of the Administrative Professionals program is consistent with the mission of Seward County Community College. The program will provide students with quality learning opportunities and experiences to meet the diverse, changing needs for the development of better futures.

<i>Outcomes</i>	<i>Assessment Tools</i>	<i>Results</i>	<i>Actions</i>
<p>BAT - Information Literacy - Information Literacy: Students will demonstrate information literacy by purposefully watching a video case study of a business concept/ scenario, reading a summary, using internet research, interpreting the information, making valid conclusions, and evaluating possible outcomes.</p> <p>Outcome Status: Active Outcome Type: Curricular Start Date: 08/21/2018</p>	<p>Direct - Office Procedures: Information Literacy rubric score for video case study summary to access general outcomes about principles and functions of a business. Benchmark: 80% of students will earn a 4-4-3-3 or higher rating using the Information Literacy rubric on the video case studies Schedule: Fall Semester</p>	<p>Action Status: Action Complete Result Type: Benchmark Met 84% of the students earned a 4-4-3-3 or higher using the information literacy rubric on the video case study. (05/14/2019)</p>	
	<p>Indirect - Office Procedures: Assigned projects, chapter quizzes, and unit exams. Benchmark: 80% of the students will earn a grade of C or higher Schedule: Fall Semester</p>	<p>Action Status: Action Complete Result Type: Benchmark Met 89% of the students earned a grade of C or higher for the assigned projects/chapter quizzes, and unit exams. (05/14/2019)</p>	
<p>BAT - Critical Thinking - Think Critically: 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.</p> <p>Outcome Status: Active Outcome Type: Curricular</p>	<p>Direct - Business Practice Firm: Critical Thinking rubric score for Business Practice Firm final project presentation of a complete business plan and presentation. Benchmark: 80% of the students will earn a 3-3-2 or higher rating using the Critical Thinking rubric on the final business presentation project. Schedule: Spring Semester</p>	<p>Action Status: Action Complete Result Type: Benchmark Met 95% of the students earned a 3-3-2 or higher rating using the Critical Thinking rubric on the final business presentation project. (05/14/2019)</p>	

Outcomes	Assessment Tools	Results	Actions
<p>Start Date: 08/21/2018</p>	<p>Indirect - Business Practice Firm: Final course grade Benchmark: 80% of the students will earn a grade of C or higher Schedule: Spring Semester</p>	<p>Action Status: Action Complete Result Type: Benchmark Met 95% of the students earned a grade of C or higher for the final grade of the course. (05/14/2019)</p>	
<p>BAT - Critical Reading - Critical Reading: At the completion of the Introduction to Accounting course, the student will be able to read accounting principles (GAAP - Generally Accepted Accounting Principles) with comprehension, apply knowledge, and solve accounting problems using both manual and electronic means. Outcome Status: Active Outcome Type: Curricular Start Date: 08/21/2018</p>	<p>Direct - Intro to Accounting: Homework, exams, and group projects in which students apply their knowledge of the accounting cycle to business transactions. They can correctly identify debit and credit errors in a trial balance and using EXCEL. Benchmark: 80% of the class will achieve a score of at least 75% on assignments and exams Schedule: Fall Semester</p>	<p>Action Status: Action Complete Result Type: Benchmark Met 84% of the class achieved a score of at least 75% on assignments and exams. (05/14/2019)</p>	
	<p>Indirect - QuickBooks: Homework, exams, and group projects in which students apply their knowledge of the accounting cycle to business transactions. They can correctly identify debit and credit errors in a trial balance and using QuickBooks online. Benchmark: 80% of the students will earn a final grade of 70%/ C or higher. Schedule: Spring Semester</p>	<p>Action Status: Action Complete Result Type: Benchmark Met 82% of students in the QB class earned a final grade of C or higher. (05/14/2019)</p>	