

Student Academic Achievement Committee (SAAC) Standardized Report Form

INTRODUCTION

Program /Discipline Title: Office Technology

Time Period: Fall 2006, Spring 2007, Summer 2007

Program goals, objectives, and/or mission: The Office Technology Program provides opportunities for individuals to develop marketable skills in the areas of office procedures, interpersonal relations, office technology, office accounting, written communication, and computer applications to meet the demands and expanded responsibilities of today's administrative workforce.

Exit Competencies:

1. Apply current office procedures.
2. Express ideas and information in written and oral form.
3. Show office application software skills
4. Demonstrate interpersonal skills and teamwork.
5. Keyboard at 50 wpm or higher with 5 or fewer errors.

Core Competencies:

1. Critical Thinking
2. Technology

RESULTS

Introduction and discussion of assessment efforts:

The BA295 Capstone Course was used to assess the Office Technology program's exit competencies and the two core competencies selected for this evaluation period.

Assessment Plan (Who, what, when and how assessment took place):

The BA295 Capstone Course (Fall 2006, Spring 2007, and Summer 2007) utilized the Office Technology Project to assess the program exit competencies. Work Key tests were also administered in the capstone course to assess competencies.

Exit Competency Results:

1. **Apply current office procedures.** Students were required to apply a wide range of office skills to complete the capstone course. The average course grade was 92.
2. **Express ideas and information in written and oral form.** Students were required to create a memo report as part of the program project. The average grade was 88. Additionally, students completed the Business Writing Work Key test. The average score was Work Key Level 3.2
3. **Show office application software skills.** Students were required to use Word, Excel, and PowerPoint as part of the program project. The average grade was 87. Additionally, technology was assessed in the capstone course. The average technology level was 3.8
4. **Demonstrate interpersonal skills and teamwork.** Teamwork was assessed with the Work Key test. The average score was Work Key level 4.5
5. **Keyboard at 50 wpm or higher with 5 or fewer errors.** Keyboarding was assessed in OTEC 205. 85 percent of students achieved this competency.

Core Competency Results:

1. **Critical Thinking.** The Capstone Course assessed this competency. The average level was 3.4
2. **Technology.** The Capstone Course assessed this competency. The average level was 3.8

Discussion of changes in support of student learning for PAST year based upon your assessment results:

An Office Technology Program project was created to assess program exit competencies. A project rubric was used to measure student's achievement level.

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Discussion of proposed changes in support of student learning for COMING year based upon your assessment results:

Office Technology instructors will continue to evaluate curriculum and develop strategies designed to improve student learning.

Plans for assessment of all Core Competencies

BIT will continue to require students to take the BA295 Capstone Course in order to assess existing program competencies and selected core competencies.

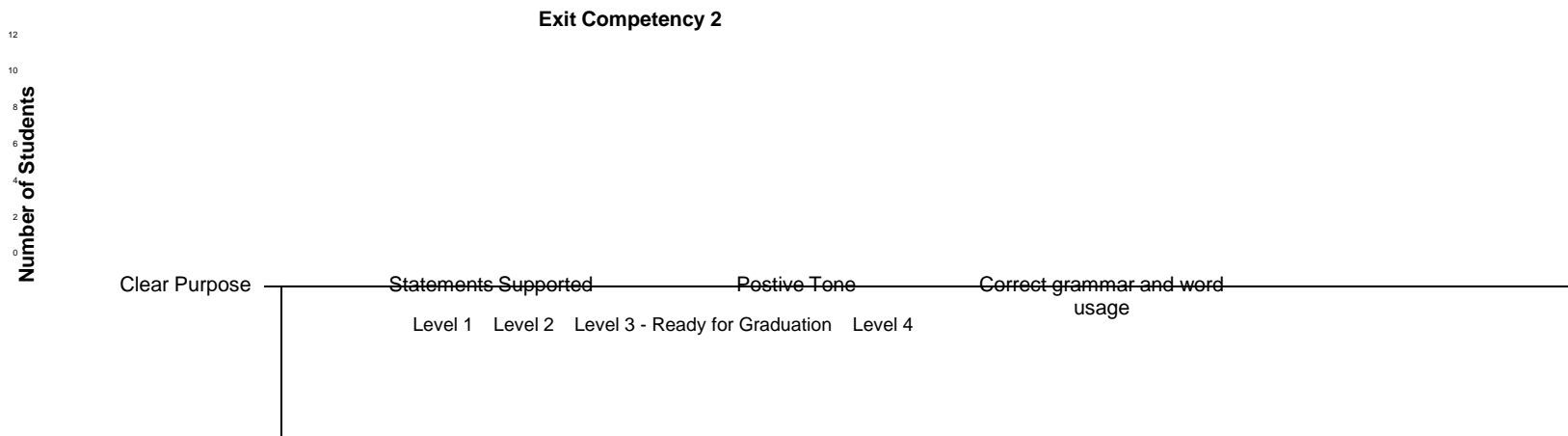
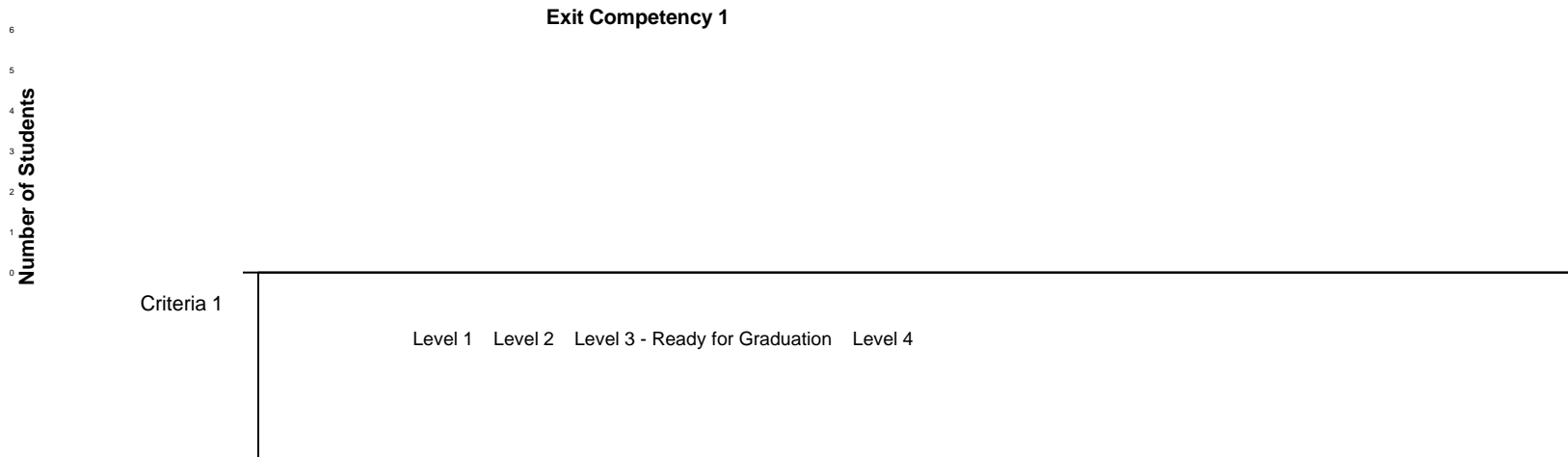
DATA

What tools did you use to measure the Exit Competencies? BA295 Capstone Course requirements, Office Technology Program Project, Work Key Tests and OTEC 205 Timed Writings

Please attach Core Competency Rubrics if modified.

Additional assessment results:

Histograms of Exit Competency Results:



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Exit Competency 3

Number of Students

Word Excel PowerPoint
Level 1 Level 2 Level 3 - Ready for Graduation Level 4



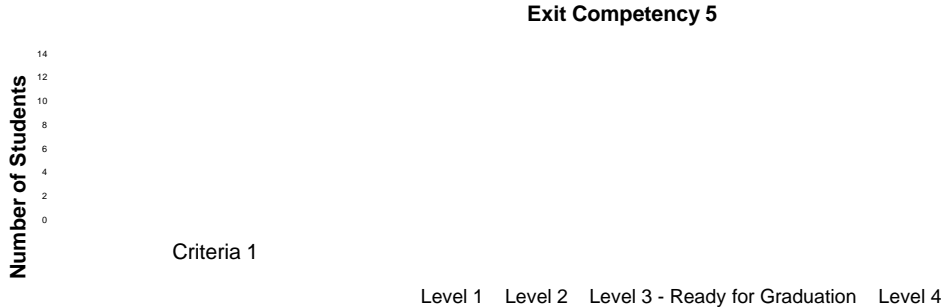
Exit Competency 4

Number of Students

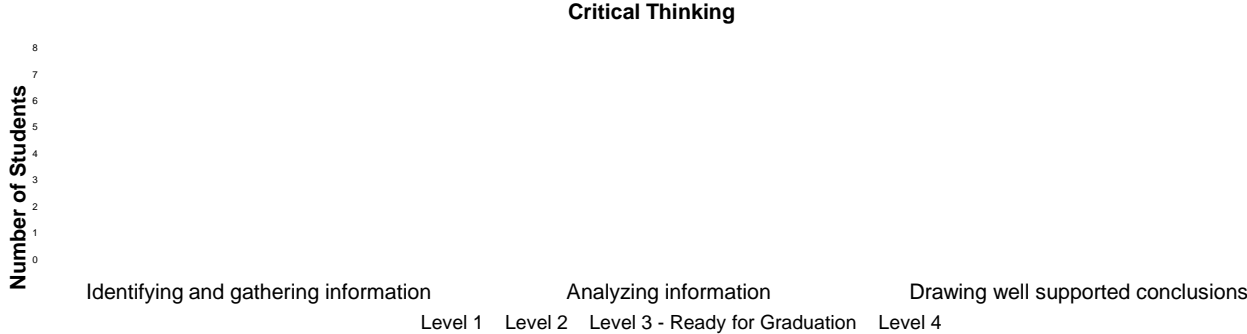
Criteria 1
Level 1 Level 2 Level 3 - Ready for Graduation Level 4



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Histograms of Core Competency Results:



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Technology

Number of Students

9
8
7
6
5
4
3
2
1
0

Word processing

E-mail

Internet

Level 1 Level 2 Level 3 - Ready for Graduation Level 4