

Certificate in Applied Science in Computer Applications Specialist

Program Level Assessment Plan

Mission Statement

The mission of the Computer Applications Specialist Certificate in Applied Science is to provide students with proficiency in computer applications and practices that are used in today's business environment. This certificate provides students with the opportunity to become proficient in business applications of computers. Hands-on experience with popular business programs is emphasized.

Certificate Outcomes:

- Demonstrate a basic knowledge of business organization and procedures by applying business applications of computers
- Demonstrate knowledge regarding computer information systems
- Design and manage a database
- Design an interactive website
- Analyze and present data in a visual format
- Apply computer skills to create, analyze and assess a business document to solve an organizational problem
- Demonstrate effective communication and computation skills

Program Level Assessment (Certificate in Applied Science in Computer Applications Specialist)

The assessment of the Certificate in Applied Science in Computer Applications Specialist will follow assessment instruments and standards to discern student academic achievement and course effectiveness in meeting the certificate goals and course outcomes.

- Completion Rate/Course Level: At least 75% of students enrolling in the certificate program will successfully complete the course(s). This will be determined after registration each semester based on enrollment numbers. At least 75% of the students will demonstrate mastery of the course outcomes by earning at least a 70% average in each course through a variety of classroom assessments.
- Drop Rate: The drop rate for the CAS in Computer Applications Specialist will be tracked. The drop rate will not exceed 40%.
- Course-level effectiveness: Course outcomes for all of Computer Applications Specialist courses will be assessed. At least half of the outcomes from each course will be assessed. Assessment questions linked to course learning outcomes will be included in the test, quizzes, assignments and exams.
- Persistence Rate: Students in the certificate in Computer Applications Specialist will be tracked throughout their respective program to determine persistence through program completion.

- Graduation Rate: At least 70% of students enrolling in the certificate in Computer Applications Specialist will successfully complete the respective program within a reasonable time based on full-time enrolment.
- Implementation. This will be measured by the number of students obtaining the certificate.
- Syllabus Analysis: Syllabus analysis will be conducted on an annual basis to assure consistency of outcomes with Master Course Record Forms and among sections of specific courses.
- Transcript Analysis: Transcript analysis will be conducted as triggered by deficiencies in course level assessment activities.
- Advisory Committee Review: Annual advisory committee review will provide qualitative evaluation of program effectiveness in meeting regional business and industry needs.
- Student Course Evaluation: Course evaluation surveys will be used as indirect assessment measures of student success and satisfaction.
- Graduate Placement Rate: Tracking of students completing the certificate will be done by a survey to determine the number of graduates obtaining employment in their field of study. The survey will include questions to collect data on location, salary, job preparedness, and reasons why graduates are not working in their field if applicable.

Data Analysis and Recommendations

The Division Chair for Business Management, Computer and Information Technology and the IT instructors will prepare an annual assessment report and recommendations. These reports will be provided to the Dean for Teaching and Learning, Assessment Committee and the Learner Outcomes Team (LOT). Reports will address the student outcomes, methods of assessment, results of assessment activities and recommendations.

Assessment reports will be shared with instructors for the Information Technology and Business Courses. The instructors and the advisory committee will be convened to determine need for programmatic change or course revision.

Effectiveness of Assessment Plan

Additional methods of assessment will be added to determine student success and effectiveness of the curriculum. The Six Fundamental Question for Conversations on Student Learning will serve as prompts for dialog in utilization of assessment data for improvement of student learning. As trends in student academic achievement are monitored, need for additional assessment activities or change in focus will become evident by applicability of results in curriculum revision.

The Higher Learning Commission (HLC) identifies six fundamental questions to guide discussions for the review of assessment in support of student learning:

1. How are your stated student learning outcomes appropriate to your mission, programs, degrees, and students?
2. What evidence do you have that students achieve your stated learning outcomes?
3. In what ways do you analyze and use evidence of student learning?
4. How do you ensure shared responsibility for student learning and for assessment of student learning?
5. How do you evaluate and improve the effectiveness of your efforts to assess and improve student learning?
6. In what ways do you inform the public and other stakeholders about what students are learning---and how well?

| COMP CAS PROGRAM OUTCOMES MATRIX | | | | | | | | | | | | | | |
|--|---------|---------|----------|----------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|
| Program Outcomes | ENL 101 | BUS 204 | CIS 114 | MTH | IT 134 | IT 180 | CIS 119 | CIS 121 | CIS 133 | CIS 122 | CIS 114 | MKT 250 | MKT 260 | BUS 101 |
| Design and manage a database | | | | | | | x | x | | x | x | | | |
| Design an interactive website | | | | | | | | | x | | | | | |
| Analyze and present data in a visual format | | | x | | | | x | x | x | | | | | |
| Apply computer skills to create, analyze and assess a business document to solve an organizational problem | | | x | | | | x | x | | | x | | | |
| Demonstrate effective communication and computation skills | x Comm. | | x Compu. | x Compu. | | | | | | | | | | |
| Demonstrate a basic knowledge of business organization and procedures by applying business applications of computers | | x | | | x | x | | | | | | x | x | x |