STUDENT LEARNING ASSESSMENT OVERVIEW
BUSINESS OFFICE TECHNOLOGY

The Business Department at Mesalands Community College offers students a wide range of programs that award associate degrees. The Associate of Applied Science degree is awarded to students completing the degree plan requirements in the Business Office Technology program.

Advances in technology have increased the need for highly-skilled office employees who have the necessary training and confidence required to work with computer hardware and software, and office equipment. The Business Office Technology program has two options: General Office and Software Applications Specialist.

Program Objectives

Upon completion of the Business Office Technology Associate of Applied Science Degree Programs:

1) The student will demonstrate proficiency in the software applications most often used by industry (i.e., word processing, spreadsheet applications, database management, and presentations).
2) The student will demonstrate the ability to create and present a final presentation with supportive documents.

Program Objectives Assessment Plan

All program objectives are measured with multiple tools.
The following **Curriculum Map** outlines those measurement tools and courses in which the program objectives are presented and/or measured:

Program Objective	Measurement Tools	Courses In Which Program Objectives Are Presented and/or Measured
1. The student will demonstrate proficiency in the software applications most often used by industry (i.e., word processing, spreadsheet applications, database management, and presentations).	• Capstone Portfolio • Exams	• CIS 101 • CIS 201 • CIS 202 • BUS 203 • BUS 110 • ENG 299
2. The student will demonstrate the ability to create and present a final presentation with supportive documents.	• Exams • Delivery of presentations	• ENG 102 • ENG 104 • COM 102 • BUS221

General Education Competencies

Upon completion of the Business Office Technology Associate of Applied Science Degree Programs and in addition to the above mentioned program objectives:

1. Students will read, write, listen and use verbal skills to organize and communicate information and ideas in personal and group settings (Communication).
2. Students will demonstrate mathematical principles and scientific reasoning by applying appropriate methods to the inquiry process (Mathematical and Scientific Reasoning).
3. Students will identify, evaluate and analyze evidence to guide decision making and communicate his/her beliefs clearly and accurately (Critical Thinking).

General Education Competencies Assessment Plan

General education competencies are measured with multiple tools.
The following **Curriculum Map** outlines those measurement tools and courses in which the general education competencies are presented and/or measured:

General Education Competencies	Measurement Tools	Courses In Which Program Objectives Are Presented and/or Measured
Communication 1. Present ideas in writing. 2. Present ideas orally according to standard usage. 3. Demonstrate application of information technology.	• CAAP • CAT • Class Presentations • Exams	• ACS 100 • COM 102 • CIS 101 • ENG 102 • ENG 104 • ENG 299 • Lab Science Elective • Social Sciences/ Humanities Elective
Mathematical and Scientific Reasoning 4. Demonstrate mathematical principles. 5. Demonstrate scientific reasoning. 6. Apply scientific methods to the inquiry process.	• CAAP • Exams • Discussion Posts • CATs	• BUS 103 • ENG 299 • MATH 101 • ACCT 110 • Lab Science Elective
Critical Thinking 7. Read and analyze complex ideas. 8. Locate, evaluate and apply research information. 9. Evaluate and present well-reasoned arguments.	• CAAP • Research paper	• ACS 100 • CIS 101 • COM 102 • ENG 299

Overview

The Business Occupations Technology assessment plan follows one cohort from first semester (fall) through graduation.