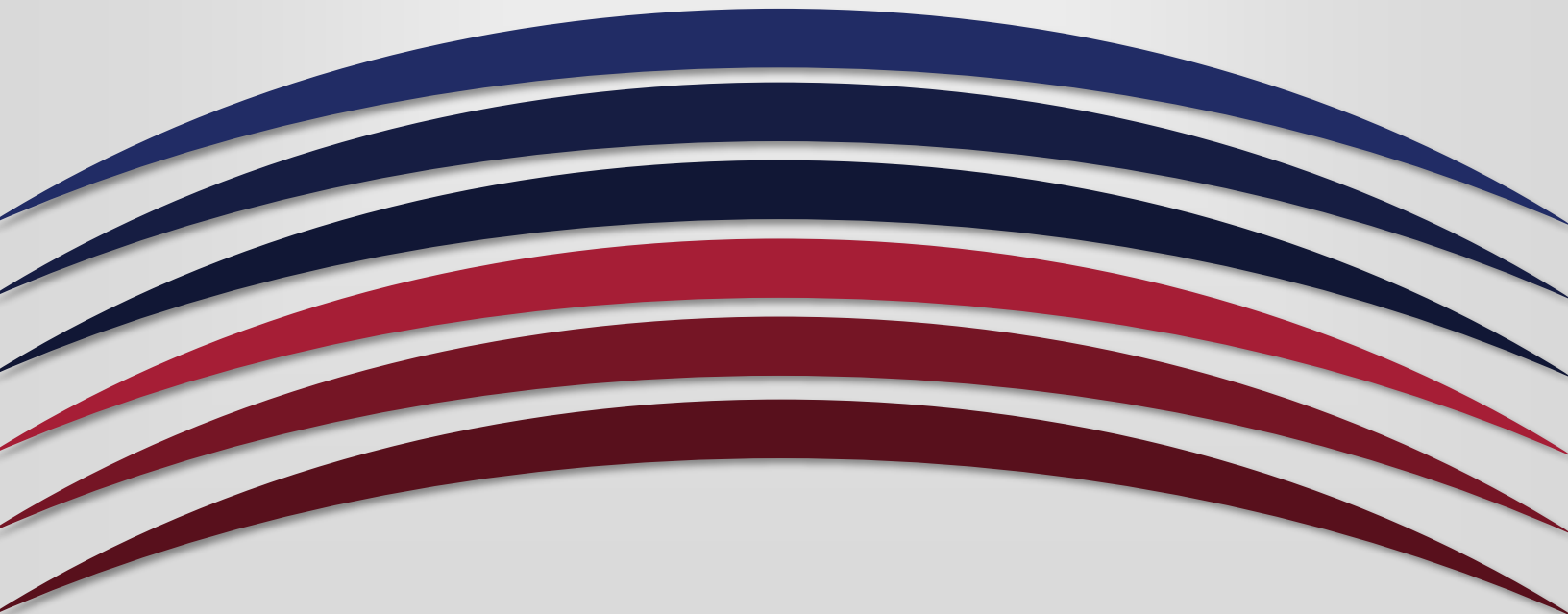


UNIVERSITY OF ARKANSAS
PULASKI TECH

Assessment Report:
2018-2019

**Due to Chair/Program Director and
Assessment Coordinator by
September 4th**



Course-Level Learning Outcomes

1. What are the Course-Level Outcomes (CLOs)?

1. Demonstrate document format knowledge and word processing skills to design, compose and create Word documents (PLO 1).
2. Demonstrate proper typing technique and speed ability using a 3-minute timed writing through which total errors are reduced overall (PLO 2).
3. Create an Excel worksheet with charts either embedded or on a separate sheet, applying formulas, functions, and formatting (PLO 3).
4. Create an Excel worksheet using advanced functions (PLO 4).
5. Create a PowerPoint presentation with various animations, transitions, and other formatting (PLO 5)
6. Develop some basic Access database concepts with tables, forms, reports, and queries (PLO 6).

2. Which CLOs were addressed for this academic year? (2018-2019)

Create an Excel worksheet with charts either embedded or on a separate sheet, applying formulas, functions, and formatting (PLO 3).

3. Which CLOs are being addressed in your assessment plan next academic year? (2019-2020)

Demonstrate document format knowledge and word processing skills to design, compose and create Word documents (PLO 1).

4. Explain the assessment cycle.

2018-19: PLO 3 in BUS 1403 Microcomputer Applications and BUS 1913 Spreadsheet Applications

2019-20: PLO 1 in BUS 1403 Microcomputer Applications and BUS 1903 Word Processing with Microsoft Word

2020-21: PLO 5 in BUS 1403 Microcomputer Applications and BUS 1913 Spreadsheet Applications with Microsoft Excel

5. What are the assessment methods? Are they direct or indirect?

Year	PLO	Course	Assessment Method	Direct/Indirect
2018-19	PLO 3	BUS 1403	Final Exam-Excel Section	Direct
2018-19	PLO 3	BUS 1913	Final Exam	Direct
2018-10	PLO 3	BUS 2443	Excel MOS	Direct
2019-20	PLO 1	BUS 1403	Final Exam—Word Section	Direct
2019-20	PLO 1	BUS 1903	Final Exam	Direct
2020-21	PLO 5	BUS 1403	Final Exam—PowerPoint Section	Direct
2020-21	PLO 3	BUS 2443	Word MOS	Direct
2020-21	PLO 5	BUS 1363	Final Exam	Direct

6. What are the assessment goal(s)?

Year	PLO	Course	Assessment Goals
2018-19	PLO 3	BUS 1403	<p>BUS 1403 students will take the Final Exam. The assessment measure will be the Excel section of the final exam to determine student competency related to creating formulas, data entry, task specific with emphasis on following instructions.</p> <p>Goal: Pass the final exam with a 70% or greater score.</p>
2019-20	PLO 1	BUS 1403	<p>BUS 1403 students will take the Final Exam. The assessment measure will be the Word section of the final exam to determine student competency related to the use of font formatting (color, style, size), Paragraph formatting (center, justify, right-align), custom margins, page breaks and section breaks, task specific with emphasis on following instructions.</p> <p>Goal: Pass the final exam with a 70% or greater score.</p>
2020-21	PLO 5	BUS 1403	<p>BUS 1403 students will take the Final Exam. The assessment measure will be the PowerPoint section of the final exam to determine student competency related to the use of font formatting (color, style, size), basic transitions and animations, task specific with emphasis on following instructions.</p> <p>Goal: Pass the final exam with a 70% or greater score.</p>

7. What were the findings for this academic year? (2018-2019)

Combined BUS 1403 Results FA 2018 All Sections		
Received Submissions	72	
Submissions meet Greater than or equal to 70%	53	
Percentage of submissions that met 70% Threshold	73.61%	Threshold Met

On-Campus BUS 1403 Sections FA 2018 All On-Campus Sections		
Received Submissions	38	
Submissions meet Greater than or equal to 70%	22	
Percentage of submissions that met 70% Threshold	57.89%	Threshold Not Met

Online BUS 1403 Results FA 2018 All Online Sections		
Received Submissions	34	
Submissions meet Greater than or equal to 70%	31	
Percentage of submissions that met 70% threshold	91.18%	Threshold Met

Combined BUS 1403 Results SP 2019 All Sections		
Received Submissions	78	
Submissions meet Greater than or equal to 70%	60	
Percentage of submissions that met 70% Threshold	76.92%	Threshold Met

On-Campus BUS 1403 Sections Spring 2019 All On-Campus Sections		
Received Submissions	36	
Submissions meet Greater than or equal to 70%	23	
Percentage of submissions that met 70% Threshold	63.89%	Threshold Not Met

Online BUS 1403 Sections Spring 2019 All Online Sections		
Received Submissions	42	
Submissions meet Greater than or equal to 70%	37	
Percentage of submissions that met Threshold	88.10%	Threshold Met

8. What is your analysis of the findings?

BUS 1403 Microcomputer Applications

Fall 2018: 57.89% of students On-Campus only met threshold. These students only had 2 hours to complete a three section exam proctored in classroom. 91.18% online met threshold; online students had approx. 4 days unproctored time to complete the same three-part exam. The last part of the exam was Excel. The other two parts were Word and PowerPoint. Students were allowed to use notes and other aids on the exam.

Spring 2019: Because one instructor failed to do the BUS 1403 Final Exam for our assessment, we had to substitute the Excel Capstone for our assessment reporting. 63.89% of students On-Campus only met threshold and 88.10% student online met threshold; Students had approx. 10 days unproctored time to complete the same Excel; Capstone Project. Students were allowed to use notes, use other aids and resubmit multiple times.

9. What is the action plan for the next academic year? (2019-2020) Explain.

Recommendation to explore eventual proctoring for online class sections to reduce unequal test taking times. On-campus sections had two hours to take all three sections of the final. The unsupervised online sections had more time at approximately four days. Past discouragement from past department leadership prevent instructor from requiring proctored exams. (02/16/2019)

In the Spring Semester 2019, we had a new instructor in BUS 1403 that did not give the Final Exam. As a result, we had to substitute the results with the Excel Capstone Project that all classes took. Students had more time to take this Excel Capstone Project and could have resubmitted multiple times to improve their grade. Unfortunately, some students failed to take the opportunity to resubmit. All instructors will be reminded that a section of the BUS 1403 Final Exam will be part of our Program and Course Assessment (9/3/2019).