Program Level Outcome (PLO) Assessment Report Summary

Program Level Outcomes for Business Office Technology:
Upon successful completion of the Business Office Technology program, a student should be able to:

- Demonstrate proficiency in selecting and using appropriate business software application and tools.
- Prepare and deliver business documents and presentations in appropriate form, format, and language.
- Solve problems and make decisions collaboratively or independently.

What we looked at:
We examined data from BUS 50, BUS 110, and BUS 111 to compare to PLO #1.

What we found:
In BUS 111, 80% of the students (12/15) met the expected achievement on the Final Exam.

In BUS 110, overall 71.4% of the students met the expected achievement on the Final Exam. This consisted of three sections, where respectively 85.7% met the achievement for the first part, 76.2% met the achievement for the second part, and 52.4% met the achievement for the third part.

In BUS 50, overall 68.2% of the students met the expected achievement on the Final Exam. This consisted of three sections, where respectively 85.7% met the achievement for the first part (Word), 47.6% met the achievement for the second part Excel), and 71.4% met the achievement for the third part (PowerPoint).

What our next steps are:
In BUS 110, more time will be spent reviewing the form and format for business reports (Part 3)

In BUS 50, more time will be spent on Excel (Part 2), which will be introduced earlier in the semester to allow for more time for students to master and review the program.