PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed: COMPUTER SOFTWARE APPLICATIONS

Title: Computer Software Applications
Division: BCT   Department: BOS   Code: CTCSSC

Type of Award: ☐ A.A.   ☐ A.S   ☐ A.A.S.
                  ☒ Cert.   ☐ Adv. Cert. ☐ Post-Assoc. Cert.   ☐ Cert. of Completion

Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Describe population to be assessed	Number of students to be assessed
Use the Internet to retrieve business related data.	Portfolio	Fall 2009 and every three years thereafter.	All students enrolled in the CTCSSC program.	All students completing the CTCSSC program.
Create and format expert-level documents or files using word processing, spreadsheet, database, presentation, scheduling, and desktop publishing software.	Portfolio	Fall 2009 and every three years thereafter.	All students enrolled in the CTCSSC program.	All students completing the CTCSSC program.

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.
   Portfolios will be collected from students enrolled in BOS 225 who are completing the CTCSSC program. Content of the portfolios will include artifacts that indicate performance in creating and formatting expert-level documents/files using word processing, spreadsheet, database, presentation, scheduling, and desktop publishing software and retrieving Internet data. These items will be evaluated and scored for achievement of each outcome on the attached rubric.

2. Indicate the standard of success to be used for this assessment.
   Eighty percent of the students enrolled in the CTCSSC program must achieve a proficiency level of 3 or more (70%) on each outcome assessed.

3. Indicate who will score and analyze the data (data must be blind-scored).
   Data will be blind-scored by BOS faculty including persons other than the person who teaches the course.

4. Explain the process for using assessment data to improve the program.
   Review the results for students falling below the 70% achievement rate and plan course improvements accordingly.

Submitted by:

Name: _____   Date: _____ September 18, 2008
Print/Signature Lynn M. Allison

Dept. Chair: _____   Date: _____ September 18, 2008
Print/Signature Lynn M. Allison

Dean: _____   Date: _____ 9/29/08
Print/Signature Rosemary Wilson

Please return completed form to the Office of Curriculum & Assessment, SC 247.

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Office of Curriculum & Assessment   Program Assessment Planning Form.doc
Approved by the Assessment Committee 10/10/06   1