Assessment Record



Program: Office Management and Supervision

Assessment period: 2020-2021

Program or Department Mission:

The Department of Business and Information Systems includes the areas of Accounting, Business, Computer Science, and Office Administration. The department provides all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society. In addition, the department provides outstanding educational instruction which prepares students for transfer to a college or university.

The Office Management and Supervision Program Student Learning Outcomes are:

- Demonstrate an understanding of the operation of American businesses as a dynamic process in a global setting.
- Demonstrate an understanding of management and supervision within an American business.
- Demonstrate an understanding of accounting and finance within an American business.

Instructional Program Student Learning Outcomes & Assessment Plan – Business Management Program Core Courses

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
SLO 1 Demonstrate an understanding of the operation of American businesses as a dynamic	BUS 146: Understand what is meant by a progressive income tax structure.	70% of students will choose the correct concept or terminology when answering the embedded exam questions	22 of the 31 students (71%) attempting the assessment achieved success	The benchmarks for all course outcomes were met. Instructors of BUS 263 focused on improving the understanding of employment and employment discrimination laws by adding writing assignments, chapter quizzes and

September 2021

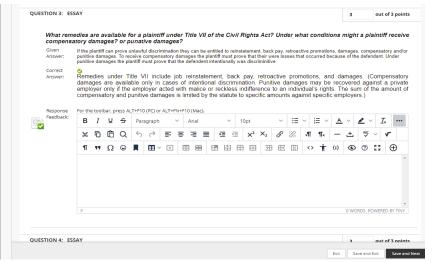
process in a global	BUS 263: Demonstrate	70% of students will	119 of the 129 students	multiple short exams. See below for an
-				
setting.	an understanding of	choose the correct	(92%) attempting the	example:
	the basics of	concept or terminology	assessment achieved	
	employment and	when answering the	success	BUS 263 Writing Assignment Example
	employment	embedded exam		
	discrimination laws	questions		To further increase student understanding of
				employment and employment discrimination
				laws and increase student engagement,
	BUS 285: Develop a	70% of students will	50 of the 56 students (89%)	instructors added audio PowerPoint lectures
	working knowledge of	choose the correct	attempting the assessment	with highlighting, vocabulary-based exercises,
	the terminology of	concept or terminology	achieved success	case analysis exercises and new YouTube video
	marketing to prepare	when answering the		clips. See below:
	students for the	embedded exam		
	advanced study in the	questions		BUS 263 Additions
	field of marketing			
				These additions increased student performance
	MST 111: Identify the	70% of students will	75 of the 80 students (94%)	by 15% from the prior year.
	four basic purposes of	complete an essay	attempting the assessment	
	meetings, differentiate	and/or research paper	achieved success	All other SLOs will be evaluated, and changed, if
	between the leader-	naming the four basic		necessary.
	controlled approach	purposes of meetings,		,
	and the group-	identifying the purpose		
	centered approach	requiring the most skill,		
	used in meetings and	differentiating between		
	describe the actions	the leader-controlled		
	that a supervisor can	approach and the		
	take before, during	group-centered		
	and after the meeting	approach and		
	to make it effective	describing the actions		
		-		
		that a supervisor can		
		take before, during and		
		after a meeting to make		
		it effective		

SLO 2 Demonstrate an understanding of management and supervision within an American business.	BUS 285: Develop an understanding of marketing communication, media strategy and message strategy MST 111: Define management and describe in detail the five functions of management	 70% of students will answer a discussion question identifying and describing the four bases of segmenting consumer markets 70% of students will complete an essay and/or research paper identifying and explaining the five functions every manager must perform 	 45 of the 56 students (80%) attempting the assessment achieved success 75 of the 80 students (94%) attempting the assessment achieves success 	The prescribed program learning outcome was attained. Faculty added additional exercises and quizzes to enhance student learning success. <u>MST 111 Exercises and Quiz Questions Example</u> Student engagement is key to student learning. Instructors sought a higher percentage of student engagement by adding the use of the discussion board. Discussion posts will force students to think critically and identify connections between concepts covered in the course and real-world situations. <u>Discussion Information and Example</u>
				Student success will be continually monitored by faculty. Instructional staff will make any adjustments needed to improve student learning.
SLO 3 Demonstrate an understanding of accounting and finance within an American business.	BUS 146: Prepare a personal financial plan BUS 146: Understand what is meant by a progressive income tax structure.	 70% of students will successfully complete the worksheet that involves recording income and cash outflows to determine net cash flow 70% of students will choose the correct concept or terminology when answering the 	 25 of the 32 students (78%) attempting the assessment achieved success 22 of the 31 students (71%) attempting the assessment achieved success 	Faculty will continue to monitor student success and make any necessary adjustments to improve student learning based on the results of outcome data. Lecture notes were added to BUS 241 – Principles of Accounting I to enhance student learning. The lecture notes were used as a study aid for students. Examples contained within the lecture notes follow the examples given in the textbook. Short, detailed videos were posted on course sites to explain concepts
		embedded exam questions		covered in each set of lecture notes.

September 2021

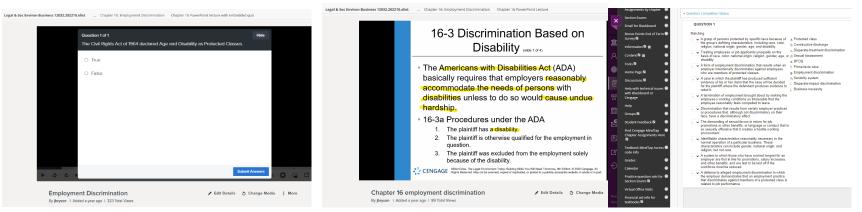
	BUS 241: Complete the accounting cycle through closing entries BUS 241: Prepare an Income Statement, Statement of Owner's Equity and Balance Sheet	 70% of student will successfully complete journal entries to complete the accounting cycle through closing entries 70% of students will successfully complete an exercise or problem requiring the completion of the Income Statement, Statement of Owner's Equity and Balance Sheet 	152 of the 176 students (86%) attempting the assessment achieved success 153 of the 180 students (85%) attempting the assessment achieved success	BUS 241 Chapter 1 Lecture NotesSince all courses were online for the reporting period, additional resources were added to course sites to improve student learning. These recourses include PowerPoint audio lectures with highlighting and embedded quizzes, vocabulary exercises, adaptive study plans, online lectures and algorithmic numbers-based questions. See below for examples:BUS 241 Additional Resources
Plan submission date: September 2021		Submitted by: Barrett Cummings		

<u>SLO 1</u>



<u>Return to SLO 1</u> <u>Return to SLO 2</u> <u>Return to SLO 3</u>

<u>SLO 1</u>



<u>SLO 2</u>

MST 111 – Exercises and Quiz Question Example

Example of Exercises:

Skill Builder 6.2, page 185, Choosing the Appropriate Communication Channel, follow instructions and answer situations 1-9.

Case 6-1, read case, then answer case questions 1-3, page 187.

Example of quiz question:

In a cost-benefit analysis, you should select the alternative in which the costs are greater than the benefits.

Answer

True

🔮 False

<u>SLO 2</u>

MST 111 Discussion Information and Example

Added to Syllabus

INSTRUCTOR'S AVAILABILITY Instructor will be online on Blackboard's discussion board each Wednesday from 7 to 8PM. In case of an emergency, you may reach the instructor at 205 991-8611.

Discussion Participation

The discussion board will address questions you might have in regard to the chapter or assignments. The discussions promote interaction and communication. You should participate in these discussions. Simply click on the discussion topic and then "Create Thread" to participate.

Discussion Thread Example

While reading this chapter it was interesting to see examples of each manger/supervisor because I work full time and am a team leader. Along with being the team leader I am also the inventory manager for three separate locations. So, for me it was good to see the expectations for the positions I have and it opened up thoughts of how to handle certain situations.

Reply Quote Edit Delete Email Author

Hide 1 reply

1 day ago

Mary Edge INSTRUCTOR MANAGER

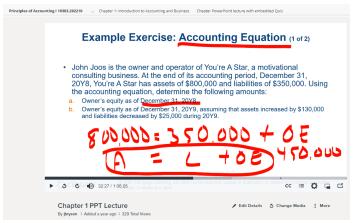
RE: Questions

COLLAPSE Great! You'll get so much out of this class on handling situations on your job. Return to SLO 1

Return to SLO 2

Return to SLO 3

September 2021



Return to SLO 1 Return to SLO 2 Return to SLO 3

<u>SLO 3</u>

course announcements	Your answers are saved automatically.	Principles of Accounting 10383.202210 Chapter 1 Video Presentations of Chapter Concepts and Examples	Net Solutions: recording transactions		
X Required Student Verification Assignment	× Question Completion Status:	and the second se		Principles of Accounting I 10383.202210 Chapter 1 Video Presentations of Chapter Con	ncepts and Examples Net Solutions: Income Statement
Syllabus and Textbook/Access Code Information Assignments by Chapter eMail for Blackboard	QUESTION 1 Machine		60	Net Sil Juana I For the mom	K ended Nov 30, 2043
Find your Cengage assignments by chapter here. Also, you can register your student account using this link too.	▼ The lability created by a purchase on account. a. cost compart		18	Kerene-recs carin Explana Wigo Expan Ravi Expan	7500 m 2./25 (a) 800
Bonus Points End of Term S Survey B Help with technical issues S with Blackboard and	or a yalat			Utilities Expanse huise Expanse	450
Cengage Course calendar	 A summary of the changes in owner's equity that have j. fees earned occurred during a specific period of time, such as a month or a year. A business owned by one individual. 			Total Express	4450
Grades Grades Cengage textbook	• •	▶ 3 C 10 0.21/17.44	C = 🗘 = C	5 6 40 485-840	cc = Q -
Virtual Office Visits Info for Financial aid students 🛿	 The authoritative body that has the primary responsibility for developing accounting principles. 	Net Solutions Chapter 1 Transactions By Jorgen 1 Added a year ago 1 33 Total Views	🖌 Edit Details 👌 Change Media 🚦 More	Income Statement Net Solutions By Jörgson I Added a year ago I 21 Total Views	🖌 Edit Details 👌 Change Media 🚦 More