

Unit Assessment Report - Four Column

College of Micronesia - FSM

B - instruction - Bookkeeping (CA)

Mission Statement: The mission of the Certificate of Achievement Program in Bookkeeping is to prepare students for entry level jobs in the areas of business, or for those who are already working to upgrade general skills in managing their own business; and to help the citizens of the FSM to be productive members of society, able to contribute to the general welfare and economic development of the Nation.

Program Student Learning Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
B - instruction - Bookkeeping (CA) - PSLO#2 - Demonstrate general computer competence and information technology literacy. PSLO Assessment Cycle: 2013 - 2014 Start Date: 08/05/2013 PSLO Status: Active	Assessment Strategy: Have students identify hardware and software components; practice skills in operating systems, Internet, email, word processing, spreadsheet, and presentation applications; and pass CA095 with a "C" or better. Assessment Type: Exam/Quiz - In Course Target: 70%	07/30/2014 - 77% Target Met: Yes Reporting Period: 2013 - 2014	
B - instruction - Bookkeeping (CA) - PSLO#3 - Describe small business management techniques. PSLO Assessment Cycle: 2013 - 2014 Start Date: 08/05/2013 PSLO Status: Active	Assessment Strategy: Have students practice creating and presenting a business plan; demonstrate business management techniques; and pass BU 097 and BU100 with a "C" or better. Assessment Type: Presentation/Performance Target: 70%	07/30/2014 - 58% Target Met: No Reporting Period: 2013 - 2014	
B - instruction - Bookkeeping (CA) - PSLO#6 - File documents properly and use common office machines. PSLO Assessment Cycle: 2013 - 2014 Start Date: 08/05/2013 PSLO Status: Active	Assessment Strategy: Have students identify and use common office machines; create and use a filing system; and pass BU095 and BU100 with a "C" or better Assessment Type: Exam/Quiz - In Course Target: 70%	07/30/2014 - BU095=70% BU100=96% Average=83% Target Met: Yes Reporting Period: 2013 - 2014	

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