

Unit Assessment Report - Four Column

College of Micronesia - FSM

B - instruction - Secretarial Science (CA)

Mission Statement: The mission of the Certificate of Achievement Program in Secretarial Science is to prepare students for entry level office jobs and to upgrade general skills in secretarial work, decision making and problem solving for office secretaries who are already in the workforce.

Program Student Learning Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
<p>B - instruction - Secretarial Science (CA) - PSLO2 - Demonstrate general computer competence and information technology literacy.</p> <p>PSLO Assessment Cycle: 2013 - 2014</p> <p>Start Date: 08/05/2013</p> <p>PSLO Status: Active</p>	<p>Assessment Strategy: Have students identify hardware and software components; practice skills in operating systems, Internet, email, word processing, spreadsheet, database, and presentation applications; and pass CA100s and CA101s with a "C" or better.</p> <p>(BK095/96=I, BU095=ID, BU100=D, CA100s=ID, CA101s=ID, ESL/BU095/096=ID)</p> <p>Assessment Type: Exam/Quiz - In Course</p> <p>Target: 70%</p>	<p>07/30/2014 - CA100s=86% CA101s=94% BU99b/100=96% Average=92%</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p>	
<p>B - instruction - Secretarial Science (CA) - PSLO3 - Demonstrate proper office procedures and management techniques.</p> <p>PSLO Assessment Cycle: 2013 - 2014</p> <p>Start Date: 08/05/2013</p> <p>PSLO Status: Active</p>	<p>Assessment Strategy: Have students practice creating and presenting a business plan; demonstrate business management techniques; and pass BU 095 and BU099b/BU100 with a "C" or better.</p> <p>(BK095/96=I, BU095=ID, BU100=D, SS100=ID)</p> <p>Assessment Type: Exam/Quiz - In Course</p> <p>Target: 70%</p>	<p>07/30/2014 - BU095=70% BU099b/100=96%</p> <p>Target Met: Yes</p> <p>Reporting Period: 2013 - 2014</p>	
<p>B - instruction - Secretarial Science (CA) - PSLO6 - File documents properly and use</p>			

Program Student Learning Outcomes	Assessment Strategies & Target / Tasks	Results	Improvement & Follow-Up
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 BU 095 and BU099b/BU100 with a "C" or better (BU095=ID, BU099b/100=D) Assessment Type: Exam/Quiz - In Course Target: 70%	07/30/2014 - BU095=70% BU099b/100=96% Average=83% Target Met: Yes Reporting Period: 2013 - 2014	