Academic Program Assessment Plan – AAS in Office Communications and Technology

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| **Department** |  Business, Arts and Applied Technologies | **Degree/Type** | **AAS in Office Communications and Technology** | **Date Submitted** | April 4, 2017 |
| **UNM Essential Learning Goals** |
| **UNM has established the following essential learning goals for all UNM students: University of New Mexico students will develop the following aptitudes and habits of mind in the course of their general and major study at UNM*** **KNOWLEDGE of human cultures and the natural world, gained through study in the sciences and mathematics, social sciences, humanities, histories, languages and the arts.**
* **SKILLS, both intellectual and applied, demonstrated in written and oral communication, inquiry and analysis, critical and creative thinking, quantitative literacy, information literacy, performance, teamwork and problem solving.**
* **RESPONSIBILITY, both personal and social, that will be manifested in civic knowledge and engagement, multicultural knowledge and competence, ethical reasoning and action, and foundations and skills for lifelong learning.**
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| **Contact Person (name, title, email)** | Barbara Yarnell, Division Chair of Business, Arts & Applied Technologies, yarnell@unm.edu  | Date reviewed by CARC |  September 20, 2017 |
| **Assessment Cycle (1-year/2-year/3-year)** | Yearly |
| **Program Goal #1** | Upon completion, students will have basic communication, management, and accounting skills for the office environment.  |
| **Student Learning Outcomes****(In each row enter an SLO targeted at this Program Goal)** | **Year of cycle in which this outcome will be assessed.** | **UNM Essential Learning Goal (Knowledge, Skills, Responsibility)** | **Assessment Measure including Direct/ Indirect (Provide a description of the assessment instrument used; include the course AND if it was direct or indirect)** | **Performance Benchmark (State the ‘criteria for success’ or performance target for meeting the SLO, i.e., at least 70% of students will perform with score of 70 or better)** |
| **Student Learning Outcome** | **Year of Cycle** | **UNM Essential Learning Goal** | **Assessment Measure** | **Performance Benchmark** |
| Students will write using standard written English, ethically integrating support, and by formulating ideas into a thesis.  | **Yearly** | SkillsResponsibilityKnowledge  | **Course: English 110: Accelerated Composition** Direct Assessment: Student final paper assignment will be panel assessed, using a rubric, for the UNM/HED Common SLOs. The Communications Department will submit a report for this course.  | Performance Target: At least 75% of the students will Meet Expectations for each SLO. |
| Students will apply financial accounting procedures and principles including journalizing, posting and preparing primary financial statements. | Year 1 course(Offered each fall) | KnowledgeSkills | Course: **MGMT 101: Principles of Accounting I** Direct Assessment: 1. Financial accounting practice set
2. Specific questions on the Final Exam

NM Business Articulation Committee SLOs will be measured with these practice sets and final exam. Faculty members will submit a summary and detailed report for each of these SLOs.  | Performance Target: At least 70% of the students will perform with a score of 70 or higher. |
| Students identify, analyze, and demonstrate understanding of the legal rules and ethical concerns that govern the business environment | Year 2 course(offered every 2 years) | Knowledge Responsibility | DirectCourse: **MGMT 158: Business Ethics** Direct Assessment(1) Specific questions on the Final Exam (2) case study presentations by students and evaluated using an assessment rubricFaculty members will submit a summary and detailed report for each of these SLOs.  | Performance Target: At least 70% of the students will perform with a score of 70 or higher. |