

ASSESSMENT PROCEDURES FOR BUSINESS TECHNOLOGY COURSES
2006-2007

Course Number	Course Objectives	Progress Assessment Tool	Grade Distribution	Changes for better student learning.	Pre-assessment Tool
Introduction to Accounting ACCT1003	<ol style="list-style-type: none"> Demonstrate an understanding of the Accounting Equation, basic Financial Statements, and the double-entry system of accounting. Demonstrate the ability to journalize and post entries and prepare a trial balance. Demonstrate an understanding of the accounting cycle, how to prepare work sheets, and how to prepare financial statements with the aid of a work sheet. Demonstrate the ability to prepare adjusting, closing and reversing entries. Demonstrate the ability to account for cash and perform banking procedures. Demonstrate an understanding of how to calculate employee earnings, deductions, and employer payroll taxes. 	<p>Tests throughout the semester on each chapter—objective and problems.</p> <p>Questions are answered in writing using correct English and grammar.</p> <p>Comprehensive Final Exam.</p> <p>Real-life Practice Sets.</p>		Accounting Films and games will be incorporated into this class.	Objective Pre-test on basic accounting functions.
ACCT1123 Accounting I	<ol style="list-style-type: none"> Understand the need for accounting information by businesses. Prepare basic financial statements in the proper form. Describe the process of recording business transactions in the accounting records. Understand the relationship between different types of accounts (assets, liabilities, owners equity, revenue, and expenses). 	<p>Chapter tests.</p> <p>Simulation</p> <p>Homework</p> <p>Assignments</p> <p>Student e valuations.</p>		Textbook was not very student friendly. Also, too many chapters were included in each section of Accounting I and II. A new textbook will be adopted. This textbook has many more illustrations and is more student oriented. The text also divides into logical sections for Accounting I, II and Managerial Accounting. There is a student study guide for each section and Accounting tutorial software to coordinate with the text.	Objective Pre-test on basic accounting functions.
ACCT2133 Accounting II	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> Understand the need for accounting information by businesses. Be able to compare characteristics of, and accounting for, proprietorships, partnerships, and corporations. Understand the capital structure of partnerships and corporations. Identify accounting information necessary for management decision making. 	<p>Chapter tests.</p> <p>Simulation.</p> <p>Homework.</p>		Textbook was not very student friendly. Also, too many chapters were included in each section of Accounting I and II. A new textbook will be adopted. This textbook has many more illustrations and is more student oriented. The text also divides into logical sections for Accounting I, II and Managerial Accounting. There is a student study guide for each section and Accounting tutorial software to coordinate with the text.	Objective Pre-test.
ACCT2143 Computerized Accounting	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> Develop confidence in recording business transactions using an up-to-date commercial software program designed for small to mid-sized 	<p>Assigned projects.</p> <p>Tests.</p> <p>Student Evaluations.</p>	100% A Students worked on all assignments	Software will be upgraded to QuickBooks Pro 2002. Also, course will be offered at times which allow more time in class for each session.	Objective Pre-test on software knowledge.

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	<p>businesses.</p> <ol style="list-style-type: none"> Be able to use QuickBooks Pro in the “real world.” Explore and use many of the features of QuickBooks including recording transactions, applying customer and vendor discounts, tracing inventory, ordering merchandise, preparing a multitude of reports, closing an accounting period and compiling charts and graphs. Integrate QuickBooks Pro with online features and Microsoft Excel. 		and re-did each assignment until they perfected the program.	Textbook will be changed to one that is more explanatory and has more practical problem applications.	
ACCT2283 Managerial Accounting	<ol style="list-style-type: none"> Understand how managerial accounting is used in companies. Understand the relationship between management decision making and cost behavior. Understand how cost behavior and cost volume profit analysis are used by managers. Understand the importance of budgeting to managers. Understand how companies make long-term capital investment decisions. 	<p>Chapter tests. Quizzes. Mid Term Exam Final Exam Student Evaluations. PreTest and PostTest</p>		Textbook was not very student friendly. Also, too many chapters were included in each section of Accounting I and II. A new textbook will be adopted. This textbook has many more illustrations and is more student oriented. The text also divides into logical sections for Accounting I, II and Managerial Accounting. There is a student study guide for each section and Accounting tutorial software to coordinate with the text.	Pre-test.
BANK1013 Principles of Banking	<ol style="list-style-type: none"> The student will understand: The fundamentals of negotiable instruments. Contemporary issues and developments within the banking industry. Importance of full, service commercial banking. Major functions of commercial banks Products and services offered by banks. Demand and time deposits. Bank loans and investments. Demand and time deposits. concepts of liquidity, safety, income. Banking regulations and regulatory agencies. 	<p>Chapter tests. Quizzes Mid Term Exam Final Exam</p>			Pre-Test
BANK2013 Law and Banking: Principles	<ol style="list-style-type: none"> Student will have an understanding of: How and why banks require detailed documentation with respect to: Lending and depository activity. How to conduct business activities with a bank. Rights of consumer and bank. How the federal and state court systems work. different type bankruptcies and rights of consumer and lender. Various legal entities such as corporations, partnerships, sole proprietorships and limited partnerships. the role electronic banking plays in today’s banking world. 	<p>Reading Assignments Mid-term Final Exam</p>			Pre-Test

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	9. How banks obtain an interest in a customer's property. 10. important laws that regulate consumer lending. 11. Requirements that Article 9 of the Uniform Commercial Code imposes on a bank when repossessing collateral. 12. The difference between a crime and a tort.				
BANK2023 Law and Banking: Applications	Upon completion, the student should be able to: 1. Understand the role of the federal regulatory agencies, the principal functions of commercial banks, and the source of laws that regulate banks. 2. State the main objectives and scope of important banking regulations. 3. Explain the essential differences among and the essential elements of negotiable and promissory instruments that banks deal with regularly (drafts, checks, notes and certificates of deposits). 4. Describe the concept of, and the rights of, a holder in due course. 5. Describe the various contract liabilities and warranty liabilities of parties who issue or negotiate negotiable instruments. 6. Describe the duties of banks in the check collection process. 7. Describe the duties of banks and bank customers in the issuance, transfer, process, and payment of checks. 8. Identify the most common types of problem checks and bank fraud. 9. Define the duties of banks in consumer lending transactions. 10. Explain what security interest is and how they are created, perfected, and enforced.	Comprehensive Final. Research Paper Quizzes Mid-Term			Pre-Test
BANK2223 Money and Banking	Upon completion, the student should be able to: 1. Discuss keep concepts, theories, processes, and interrelationships that link money and banking to the workings of the U.S. economy. 2. Recognize the changes affecting the banking industry, and thus better understand the strategies adopted by financial institutions for increasing profit, containing costs, and meeting the competition of other banking institutions. 3. Understand the analytical framework that monetary and fiscal policy makers relay on in structuring monetary and fiscal policies, and how those policies affect financial institutions. 4. Explain the relationship of banks to the international financial system, the U.S. balance of	Comprehensive Mid-Term and Final. Projects.			Pre-Test

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	payments, and the working of foreign exchange markets.				
BANK2303 Analyzing Financial Statements	Upon completion, the student should understand: 1. The sequential steps of financial statement analysis and explain the purpose of each step. 2. The reasons each type of business borrows money, its sources of repayment, and the lending risk. 3. The basic components of the various financial statements. 4. How to calculate key financial ratios and understand their use. 5. How to construct a cash budget, pro forma financial statements, and a personal financial statement.	Mid-term and final exams. Excel worksheet as a financial plan for family. Visit a bank.			Objective pre-test.
BANK2403 Commercial Lending					Pre-Test
BANK2503 Consumer Lending					Pre-Test
BANK2603 Financial Planning	Upon completion, the student should know how to: 1. Fill out a personal financial statement and prepare a budget. 2. Properly manage income and expenses. 3. Decide when credit is good or not good. 4. Evaluate insurance needs and how to look for the best buys. 5. Invest in the financial markets and avoid pitfalls. 6. Buy a house. 7. Plan for retirement. 8. How to and where to go to get help in estate planning. 9. Understand the social security system and how it works. 10. How to do effective tax planning.	Mid-Term Exam Final Exam Chapter assignments. Practical application in Excel.			Pre-Test
BUS1023 Keyboarding I	Upon completion, the student should be able to: 1. Operate computer keyboard letter, number, and symbol keys by touch. 2. Format various types of business, personal business, and personal documents. 3. Demonstrate effective proofreading and editing skills. 4. Display proper keyboarding technique and posture. 5. Type 30 words per minute on a three-minute and a five-minute timed writing with 95% accuracy.	Use Computer Skillbuilding Software and print progress reports. Timed writings.		Video will be shown which introduces students to keyboarding. Also, students will be encouraged to bring headsets so that they may hear the interaction with Keyboarding Pro Multimedia Software.	5 minute timed writing.
BUS1033 Keyboarding II- Formatting	Upon completion, the student should be able to: 1. Operate computer keyboard letter, number, and symbol keys by touch. 2. Use word processing (Word 2000) functions in	Objective and production tests. Production work throughout the		Office simulations will be used on project basis. More life-like production assignments. New Textbook that is more realistic and	Microsoft Word 2000 assessment CD.

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	<p>formatting and editing documents.</p> <ol style="list-style-type: none"> 3. Demonstrate effective proofreading and editing skills. 4. Display proper keyboarding technique and posture. 5. Type 40+ words per minute on five minute timed writing with 5 or less errors. 6. Format various types of business, personal business, and personal documents. 	<p>semester.</p> <p>Timed Writings.</p> <p>Pretest and posttest</p>		user friendly.	
BUS1113 Electronic Business Machines	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate skill in operating the ten-key pad, performing with speed and accuracy necessary for actual on-the-job production. 2. Apply business mathematics problem-solving techniques by using the ten-key pad to solve a wide range of problems commonly encountered in business. 3. Produce documents from machine transcription using correct grammar, punctuation, and spelling. 	<p>Business Math</p> <p>PostTest</p> <p>Chapter Tests.</p> <p>Production work.</p> <p>Reports on organizational skills.</p> <p>Keypad timed writings.</p> <p>10-key timings.</p>		Changing pre-requisite for this course to include MATH 1103. Math with Business Applications.	Business Math PreTest
BUS1213 Information Processing	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Apply appropriate language arts techniques such as spelling, punctuation, word division, and capitalization. 2. Demonstrate effective proofreading and editing skills. 3. Apply word processing functions in formatting and editing. 4. Format complex tables, specialized reports, and correspondence with displays and enumerations. 5. Design announcements, forms, newsletters, and reports. 6. Utilize technology to discover, organize, and manage knowledge for academic, personal, and professional purposes. 	<p>Timed Writings.</p> <p>Production assignments.</p> <p>Objective Tests</p> <p>Production Tests.</p> <p>Microsoft Word CD Assessment.</p>		Office simulations will be used on project basis. More life-like production assignments. New Textbook that is more user friendly and has more real world projects.	Microsoft Word CD assessment.

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BUS1563 Administrative Support Procedures	<ol style="list-style-type: none"> 1. Be familiar with the formatting of letters, memos, and reports. 2. Understand the need to consider cultural differences in the business environment. 3. Have exposure to time and stress management techniques. 4. Discuss the impact of telecommunications in business. 5. Understand success factors needed for the office professional. 6. Display awareness of ethical decision making concepts. 7. Display good public relations skills. 8. Know the office professional's record management responsibilities and procedures. 9. Process incoming and outgoing mail/shipping. 10. Identify and perform the responsibilities of an office professional for meetings and conferences. 11. Make travel arrangements, prepare itineraries, and expense reports. 12. Develop proofreading skills. 	<p>Chapter tests. Role-playing. Research and present papers on office environment, culture. Final exam.</p>			Pre-Test
BUS2013 Business Communications	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Use words precisely and imaginatively. 2. Recognize spelling pitfalls. 3. Write memorandums, letters, news releases, minutes, and electronic-mail messages that are clear, complete, concise, consistent, correct, and courteous. 4. Arrange the parts of letters, memos, and other business communication in their proper order, so that the communications are visually appealing and easy to read. 5. Speak correctly, tactfully, and convincingly, whether addressing an audience, participating in a videoconference, or speaking to telephone callers, visitors, supervisors, and coworkers. 6. Listen attentively, comprehend oral communications fully, and participate effectively in oral discussions. 7. Apply psychological principles to written and oral communications. 8. Select the appropriate means of communicating by using either traditional or technological means. 	<p>Vocabulary quizzes. Letter and memo writing applying various psychological principles. Test over chapter material. Grammar review. Gregg Diagnostic Survey.</p>			Gregg Diagnostic Survey
BUS2223 Advanced Information Processing	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Possess improved language arts skills, including the use of punctuation marks, capitalization, numbers, abbreviations, grammar, and spelling. 2. Apply Word 2000 at expert level. 	<p>MOUS PinPoint chapter assessment. PinPoint Mid Term PinPoint Final Exam Homework.</p>		<p>This course has been changed to focus on MOUS Expert Level training. Students should be prepared to take the MOUS certification exam.</p>	MOUS PinPoint pre-assessment

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	<ol style="list-style-type: none"> 3. Apply high-level formatting skills in completing integrated office projects pertaining to international marketing, government, medical, and/or legal fields. 4. Use desktop publishing to create various forms, reports, announcements, fliers, transparencies, business cards, advertisements, brochures, and newsletters. 5. Format a multi-page business report. 6. Apply skills in editing, abstracting, and decision making, setting priorities, following directions, and working under pressure and with interruptions. 7. Be prepared to achieve MOUS certification. 	Timed Writings.			
BUS2563 Administrative Support Procedures II	<ol style="list-style-type: none"> 1. Have a more in-depth knowledge of the integration of Microsoft Office. 2. Demonstrate a more comprehensive understanding of culture of an Office. 3. Display automated record keeping abilities. 4. Advance his/her proofreading skills. 5. Be better acquainted with the tools available on the Internet. 6. Have a better understanding of the computer's operating system. 7. Understand multicultural requirements of an office position. 8. Display critical thinking and communication skills. 9. Have exposure to the tools available for the successful office professional. 	Completion of MS Office integrated office simulation that includes Internet research and e-mail activities. Opinion memos on current ethical issues. MS Access tests, both theory and application. Weekly proofreading exercises. Final exam.			Proofreading pretest.
BUS2613 Business Principles	Upon completion the student should be able to: <ol style="list-style-type: none"> 1. Identify types of businesses and business ownership. 2. Identify and discuss business ethics and social responsibilities. 3. Learn about common business concerns, "typical" best business practices, and global issues affecting business. 4. Research and learn about careers in business. 5. Identify technology applications in business. 6. Document and examine consumer choices. 	Post Test Exams Quizzes Homework assignments			Pre-Test
BUS2663 Legal Environment of Business	Upon completion, the student should be able to: <ol style="list-style-type: none"> 1. Become legally literate—more informed about what laws are "on the books," how these laws affect their lives, what their legal rights and responsibilities are, and how legal disputes in which they become involved can be resolved. 2. Recognize when it is important to seek professional advice from an attorney as common legal problems 	Exams Quizzes Homework Projects			Pre-Test

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	<p>arise in their personal lives or work sites.</p> <ol style="list-style-type: none"> 3. Develop a basic understanding of legal terms used in personal, consumer, and business situations. 4. Grasp the legal implications of various business transactions. 5. Gain familiarity with a variety of legal documents common to personal and business transactions. 6. Develop analytical skills and reasoning power. 				
BUS2xxx Special Topics in Business					
CIS1003 Introduction to Computers	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate increased computer literacy. 2. Demonstrate the ability to input, output, store, and retrieve information. 3. Be familiar with various computer terminologies. 4. Have experienced various PC software, e-mail, and the Internet. 5. Demonstrate use of e-mail. 6. Web research project. 7. Web surfing. 	<p>Tests given throughout semester. Final given and compared to pre-test.</p>		Textbook has been changed to a more introductory level. An interactive lab has been added for the students to work through the workbook on the computer.	Pre-Test on Computer Terms.
CIS1303 Computer Information Systems	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. The importance and use of computers in today's society. 2. Common computer terminology. 3. The components of information systems. 4. Hardware and software requirements. 5. Data management techniques. 6. Communications and networks. 7. The systems development life cycle. 8. The use of personal application software. 9. Demonstrate the ability to effectively communicate orally and in writing. 10. Demonstrate the ability to prepare and present a computer project assignment. 11. Demonstrate the ability to work effectively and efficiently within a group. 	<p>Exams Projects Homework Post Test</p>		In response to student comments on evaluations, WebCt will be used to create more web-based interaction.	Pre-Test
CIS1333 Microcomputer Applications	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the operation and use of a microcomputer. 2. Identify the basic parts of a microcomputer. 3. Operate a computer through the Windows 2000 operating system. 4. Perform word processing using Microsoft Word 2000. 5. Develop spreadsheets using Microsoft Excel 2000. 6. Manage a database using Microsoft Access 2000. 7. Develop presentation graphics using Microsoft 	<p>Tests over each section. Computer Assignments. Projects.</p>			Pre-Test.

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	PowerPoint 2000.				
CIS2353 Electronic Spreadsheet	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate a working knowledge of the expert capabilities of Excel 2000. 2. Demonstrate the ability to design, build, and enhance electronic spreadsheets. 3. Demonstrate the ability to organize and manage files. 4. Demonstrate the ability to Create, Save, Open, and Print charts and spreadsheets. 5. Demonstrate the ability to perform the four basic mouse operations of pointing, clicking, double clicking, and dragging. 6. Demonstrate the ability to create graphs and charts using Microsoft Excel 2000. 7. Demonstrate how to use personal computers to solve spreadsheet analysis type problems. 8. Demonstrate patience and problem solving techniques when dealing with computers and printers. 9. Demonstrate the ability to create charts, perform filters, navigate multiple spreadsheets, and create macros. 10. Be prepared to achieve MOUS certification. 	<p>Mid Term and Final Assessment on Pin-Point. Chapter Assignments. On-Line assessment on theory on each chapter.</p>		<p>This course has been changed to focus on MOUS expert level usage. Students should be prepared to take MOUS certification exam after completion of this course.</p>	Pre-assessment on Pin-Point
CIS2393 Desktop Publishing	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the ability to design, alter, and print multi-column publications: letterhead, trifold, newsletter, jewel case booklet, catalog, flyer, web page.. 2. Create, import, and manipulate graphics using desktop publishing tools. 3. Create, import, and manipulate text. 4. Design page layouts. 5. Demonstrate the ability to work independently and with a team. 	Publication Projects.		<p>PageMaker 6.5 did not work well at all on our network and computers. This course will change to using Advanced Desktop Publishing for Word 2000. Students will create all types of publications in Word 2000. Most offices have MS Word and do not have a specialized desktop publishing program. Students will focus on layout and creation so that they may use their knowledge to create publications on any type software.</p>	Pre-test.
CIS2413 Navigating the Net	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Recognize and understand computer terminology related to the Internet. 2. Set up e-mail and communicate via electronic mail, send and receive files and manage messages. 3. Browse the World Wide Web to perform business and personal tasks. 4. Set up a web page. 	<p>Tests. Projects.</p>			Pre-Test
CIS24xx Business Applications					

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Software					
CIS24xxx Power Point MOUS Essentials					
ECON 2313 Principles of Economics	<ol style="list-style-type: none"> 1. Understand economics as a science. 2. Analyze supply and demand curves. 3. Identify shifts in supply and demand 4. Determine equilibrium prices. 5. Understand price elasticity. 6. Understand the role of the public sector 7. Identify various market structures and how resources are allocated. 8. Have a greater understanding of current locale, state, national and world events. 	Chapter Tests			Pre-Test
ENGL1133 Technical & Business English	<ol style="list-style-type: none"> 1. Practice critical reading skills 2. Write effective persuasive, analytical, and business reports and papers. 3. Effectively locate, summarize, analyze, synthesize, and paraphrase sources and use them responsibly in writing. 4. Practice a command of grammar, mechanics, usage, and diction. 5. Write a well-organized and developed research paper that conforms to APA of MLA format. 	Grammar tests. Chapter tests. Homework Term Project Justification report Gregg Diagnostic Survey			Gregg Diagnostic Survey
MGMT2643 Human Relations	<ol style="list-style-type: none"> 1. Develop a greater understanding of motivations, competencies, and direction. 2. Demonstrate skills in goal setting, communicating, and conflict resolution. 3. Develop a greater understanding of others in the workplace environment and build skills to work more effectively with others. 4. Utilize new techniques for managing time, stress, and money. 5. Demonstrate the ability to work in a group on a project. 6. Utilize the library and Internet for various research projects. 	Quizzes. Homework Chapter Tests Post-Test		Add critical thinking cases and scenarios and films.	Pre-Test
MGMT2663 Small Business Management	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Be able to define an entrepreneurial opportunity. 2. Understand the role of a Business Plan in a small business. 3. Obtain the skills and knowledge to develop a Marketing Plan. 4. Define the strategies necessary in small business marketing. 5. Identify the issues involved in managing small business operations. 	Chapter tests. Marketing Plan.			Pre-test.

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MKTG2633 Principles of Marketing	Upon completion, the student will have an in-depth introduction to marketing and understand the following: 1. Fundamental functions performed in marketing. 2. Marketing methods and policies. 3. Problems encountered in the marketing process. 4. Channels of distribution. 5. Promotion. 6. Price policies. 7. Marketing analysis. 8. Competition.	Chapter Tests			Pre-Test
MGMT2623	Pre-Test Upon completion, the student should be able to: 1. Demonstrate awareness of management styles and effectiveness in different working environments throughout the spectrum from small to global businesses. 2. Discuss social responsibility and ethical issues facing managers today. 3. Explain various strategies for planning and decision-making. 4. Develop awareness of leadership and motivation in the workplace. 5. Illustrate effective knowledge of the impact that technology has on business decisions. 6. Identify various time management and stress management techniques. 7. Demonstrate the importance of effective communication skills needed to succeed in academic, work, and social environments. 8. Demonstrate ability to work in a team on a group project. 9. Utilize the library (including Internet) for various research projects.	Tests given throughout the semester on chapters that cover objectives 1-6. Team Project addresses objectives 1-9. Team Research. Team Paper Team presentation. Case Study papers.		Management	

INFORMATION SERVICE TECHNOLOGY

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IST1003	ASTRO I	Pre-Test	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Explain basic computer hardware. 2. Effectively operate ASTRO equipment. 3. Function in a non-traditional classroom. 4. Apply creative thinking skills. 5. Identify technology applications in business. 6. Develop effective teamwork skills. 7. Develop effective listening skills. 8. Communicate with other EAST/ASTRO students using the Internet. 9. Develop, document, and analyze individual projects. 10. Research data for projects using the Internet and Library resources. 11. Apply critical thinking and problem-solving skills. 12. Demonstrate reliability and dependability with use of ASTRO Lab and projects. 13. Demonstrate understanding technology through written and verbal reports taken from technology-related journals. 	Post Test. Projects.		
IST1103	ASTRO II	Pre-Test	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Explain basic computer hardware. 2. Effectively operate ASTRO equipment. 3. Function in a non-traditional classroom. 4. Apply creative thinking skills. 5. Identify technology applications in business. 6. Develop effective teamwork skills. 7. Develop effective listening skills. 8. Communicate with other EAST/ASTRO students using the Internet. 9. Develop, document, and analyze individual projects. 10. Develop assertiveness skills. 11. Research data for projects using the Internet and Library resources. 12. Apply critical thinking and problem-solving skills. 13. Demonstrate reliability and dependability with use of ASTRO Lab and projects. 14. Demonstrate understanding technology through written and verbal reports taken from technology-related journals. 	Post Test Projects		
IST1303	ASTRO IV	Pre-Test	<p>Upon completion, the student should be able to:</p> <ol style="list-style-type: none"> 1. Recognize practical applications of VB features. 2. Know the difference between VB features and programming elements. 3. Be familiar with the Visual Basic Integrated 	Periodic tests throughout the semester on theory and programming		

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		<ul style="list-style-type: none"> 4. Development Environment (IDE) not only as a programming tool, but also as a learning device. 5. Code in Visual Basic programming language. 5. Program user interfaces for data entry and data management. 	<p>skills.</p> <p>Semester project requiring students to develop a user interface and program it to accept user data entry and update a database. Project is considered application of objectives 1-5.</p>		
IST1403	Networking Essentials I	Cisco on-line pretest	<ul style="list-style-type: none"> 1. Master basic content: OSI model, internetworking devices, IP addressing, LAN media and topologies, structured cabling and electronics. 2. Master lab skills: PC hardware and software, patch cables, installation of structured cabling, use of test equipment. 3. Master documentation skills: maintaining engineering journal. 4. Master people skills: working in engineering teams, self and project management. 5. Achieve basic technological literacy. 6. Identify the components of a network. 7. Identify the different media used in network communications, distinguish among them, and determine how to use them to connect servers and clients in a network. 8. Differentiate among networking standards, protocols, and access methods. 9. Recognize the primary network architectures. 10. Work with binary and hexadecimal numbering systems when calculating subnets. 	<p>Cisco on-line chapter tests.</p> <p>Cisco On-Line final exam.</p> <p>Cisco on-line comparison (question by question with other Network Academies.</p> <p>Lab activities.</p> <p>Practical lab final exam.</p>	
IST 1503	Internet Technologies	Pre-Tests	<p>Understand the evolution of the Internet and the WWW.</p> <p>Understand basic computer science concepts.</p> <p>Become familiar with different types of web scripting languages.</p> <p>Feel comfortable using the Internet as an information tool.</p> <p>Create HTML web pages.</p> <p>Understand programming control structures.</p> <p>Program using JavaScript language.</p> <p>Program using Dynamic HTML.</p> <p>Understand the different in client-pull and server-push</p>	<p>Periodic tests on theory.</p> <p>HTML project.</p> <p>Semester project that includes programming and problem solving based</p>	

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		technology. Experience the use of web authoring tools incorporating multi-media.	on the concepts learned throughout the semester.		
IST 1603	Networking essentials II	Cisco on-line pretest.	<ol style="list-style-type: none"> 1. Have a better understanding of WANs and routers 2. Understand the router CLI commands. 3. Know the router components and how they operate. 4. Be able to configure a router startup and setup. 5. Understand IOS images. 6. Delve deeper into the TCP/IP model. 7. Further understanding of IP addressing. 8. Distinguish between routing protocols and when they are used. 9. Be more familiar with network troubleshooting. 	<p>Cisco on-line chapter tests. Cisco on-line final exam. Cisco on-line comparison (question by question) with other Network Academies. Lab activities. Practical lab final exam.</p>	
IST2703	Computer Ethics Basics	Pre-Test	<ol style="list-style-type: none"> 1. Have a better understanding of such issues as ownership, identity, privacy, freedom, equality, and fairness. 2. Understand cases from and utilitarian and deontological perspective. 3. Critically research and think through pertinent cases. 4. Use the RESOLVED strategy to analyze and make ethical decisions. 5. Use the Internet to effectively track down information to support different viewpoints to case studies. 6. Develop team skills by working together to resolve issues. 	<p>Research and critical thinking papers that cover objectives 1-6. Friendly team debate that requires research into current ethical issue (i.e., national ID cards, Internet boundaries, and compilation of sensitive personal information). Written case studies. Final exam paper based on ethical perspectives.</p>	
IST2803	Intro to Database	Pre-Test	<ol style="list-style-type: none"> 1. Define entities, attributes, and relationships. 2. Describe the advantages and disadvantages of database 	Periodic chapter tests	

Course Number	Pre-assessment Tool	Course Objectives		Progress Assessment Tool	Grade Distribution	Changes for better student learning.
	Concepts		processing. 3. Design a relational database. 4. Use structured query language (SQL). 5. Normalize a database model. 6. Design, administer, and manage microcomputer databases using Access 2000.	that cover theory, definitions, and real-world applications. Semester project to design a workable database with a minimum of three tables. (Covers all objectives.)		

Institutional Objective	Area Outcomes	Assessment Procedures	Feedback Loop
<p>To offer both the Associate of Applied Science degree and certificate programs in vocational and technical education for students who wish to gain competence in specific skill areas or to upgrade skills.</p>			Feedback is required:
	<p>1. The Business Technology graduate will be able to obtain employment relevant to training or be able to continue his/her education beyond the two-year degree.</p>	<p>1. At least 80% of Business Technology graduates responding to a survey will indicate they are employed in a field related to their training or they are pursuing further education.</p>	<p>If less than 2/3 of the graduates responding to a survey are employed in a field related to their training or pursuing further education.</p>
	<p>2. Business Technology students will gain skills and knowledge relevant to holding a job and progressing in it.</p>	<p>1. Associate of Applied Science in Information Management:</p> <p style="padding-left: 20px;">A. The average of all students taking the OPAC in this option will be 60% or better in 80% of the elements tested.</p> <p style="padding-left: 20px;">B. Seventy percent of the students taking the OPAC will achieve a net average keyboarding speed of 40 wpm.</p> <p>2. Information Management Certificate: The average of all students taking the OPAC in this option will be 60% or better in 80% of the elements tested.</p> <p>3. Business Administration: The average of all students taking the OPAC in this option will be 60% or better in 80% of the elements tested.</p> <p>4. All Options: At least 80% of the Business Technology graduates responding will report on an Alumni Survey that they found their training relevant.</p>	<p>1. AAS in Health Information Management</p> <p style="padding-left: 20px;">A. If the average of all students is 50% or below in 80% of the elements tested.</p> <p style="padding-left: 20px;">B. If 60% or less of the students achieve a net average keyboarding speed of 40 wpm.</p> <p>2. If the average of all students is 50% or below in 80% of the elements tested.</p> <p>3. If the average of all students is 40% or below in 80% of the elements tested.</p> <p>4. If the average of all students is 50% or below in 80% of the elements tested.</p> <p>5. If the average of all students is 50% or below in 80% of the elements tested.</p> <p>6. If less than 70% of the graduates responding to a survey found their training was relevant.</p>
<p>3. Business Technology graduates will develop lifelong learning skills (i.e., critical thinking, communication, problem solving) in addition to technical skills.</p>	<p>1. Of the Business Technology graduates responding to an Alumni Survey:</p> <p style="padding-left: 20px;">A. At least 80% will report that Ozarka contributed to the development of the abilities needed to be successful in life.</p> <p style="padding-left: 20px;">B. At least 80% will report that Ozarka contributed to the development of their technical skills.</p> <p>2. Ninety percent of the respondents to an Employer Survey will indicate satisfaction with the skills of the OTC graduate.</p>	<p>1. Of the Business Technology graduates responding to an Alumni Survey:</p> <p style="padding-left: 20px;">A. If less than 2/3 report Ozarka contributed to the development of abilities needed to be successful.</p> <p style="padding-left: 20px;">B. If less than 2/3 report Ozarka contributed to their technical skills.</p> <p>2. If less than 2/3 of employers report satisfaction with OTC graduates' skills.</p>	

CHANGES IN THE BUSINESS TECHNOLOGY PROGRAM 2001-2002 TO ENHANCE STUDENT LEARNING.

The average of all students in the Information Management AAS degree option taking the OPAC will be 60% or better in 80% of the elements tested.	2001 results indicated that students achieved a score of 60% or better in 86% of the elements tested. The Goal was met.	The two areas in which the goal was not met were: Advanced Edition and Formatting from rough draft and Electronic Spreadsheets. More emphasis will be placed on formatting and edition from rough draft documents. Electronic spreadsheets course was changed to MOUS expert level proficiency with the use of PinPoint trainer for tutoring student learning.
70% of the Information AAS students taking the OPAC will achieve a net average of 40wpm in keyboarding speed.	achieved over 40 wpm in keyboarding speed in 2003.	More emphasis is being placed on speed building in Keyboarding II, Information Processing and Advanced Information Processing. Students will be using Keyboarding Pro Multimedia to help build speed and accuracy.
The Average of all IM Certificate students taking the OPAC will be 60% or better in 80% of the elements tested.	In 2001 students achieved 60% or better in 90% of the elements tested. The Goal was met.	
The average of all Business Administration AAS students taking the OPAC will be 60% or better in 80% of the elements tested.`	In 2001 only one student took this test. The student average 60% or better in 54% of the elements tested.	

Most of the courses offered in Business Technology Department will be offered as “hybrid” (technology enhanced) courses. By offering the course in the classroom with enhancement through WebCt, the students will be able to work at home via the web in cases of sickness or other necessary absences.

The Advanced Information Processing and Electronic Spreadsheets courses will be taught focusing on MOUS essentials, expert level proficiency. Students will be encouraged to achieve MOUS certification after completing the courses.

All courses are being evaluated to be sure that objectives are achieved. A master syllabi has been created so that everyone who teaches a particular course will have required objectives that should be accomplished.