

# **Business Information Systems**

## **Summary of Program Assessment Findings**

**11/2/2008 to 11/2/2009**

### **Catalog Description**

The Business Information Systems curriculum is designed to provide students with an educational background for employment in the administrative/management support area and to aid individuals currently employed to obtain skills needed to attain a higher level in business. Graduates of the program will be prepared for such employment opportunities as administrative professional, office coordinator, word processor, data entry, medical secretary, legal secretary or executive assistant. Many student outcomes may be achieved through this curriculum including those outlined below.

- Specialized employment opportunities
- Various certificates of completion and competencies
- Opportunities to prepare for and take the entry-level examination and become a certified administrative professional
- Specialized education and training using computer hardware and software
- Development of effective personal and interpersonal skills
- Education in a capstone specialized area
- Attainment of an associate degree

Prior to beginning the Major Requirements listed below students should be computer literate, have the skills to key text at a minimum rate of 35 words per minute, and have knowledge of the proper formats for a variety of business documents.

### **Within this timeframe:**

- 4 Benchmark(s) scheduled to be assessed**
- 4 Benchmark(s) assessed**
- 0 Benchmark(s) not assessed**

**Note: The following pages reflect findings for Benchmark(s) assessed.**

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**Learning Outcome**

Students will be able to competently type without looking at the keyboard.

**Benchmark**

52.1A 80% of students will successfully pass, with a score of 25 net words per minute (nwpm) or better on a 5-minute timed writing.

<b>Findings</b>	<b>Benchmark Met?</b>	<b>Planned Change</b>	<b>Assessment Date</b>	<b>Status</b>
The assessment reveals that students that are serious about the class and complete all assignments in sequential order with the proper technique will achieve the desired results. [OAE Note: Although benchmark was not met, no modifications were indicated.]	No	No Modifications	5/1/2009	New

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### Learning Outcome

Students will demonstrate effective communication skill suitable for an office setting.

### Benchmark

52.2A 80% of students will successfully pass, with a score of 80% or better on the components of oral communication in the final course (BIS 1700 - Applied Business Systems Procedures).

Findings	Benchmark Met?	Planned Change	Assessment Date	Status
<p>Students were required to present written assignments within the span of the course addressing varied issues relative to the growing changes as an Administrative Professional. Some topics included, job duties, ethical, ideological and personal positions relative to today's professional environments, handling proper professional attire in the wake of casual "Friday" and handling the changing demographic work environment. Students were required to use both written and digital documentation for references, and additionally orally presented their materials before peers in the classroom setting.</p> <p>The successful student completing BIS 1700, will have the necessary foundations for effective communication, further demonstrating an efficient skill set in both oral and written communication necessary in a variety of professional environs.</p>	Yes	No Modifications	5/1/2009	New

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### Benchmark

52.2B 80% of students will successfully pass, with a score of 80% or better on the components of written communication in the final course (BIS 1700 - Applied Business Systems Procedures).

Findings	Benchmark Met?	Planned Change	Assessment Date	Status
<p>Students were required to present written assignments within the span of the course addressing varied issues relative to the growing changes as an Administrative Professional. Some topics included, job duties, ethical, ideological and personal positions relative to today's professional environments, handling proper professional attire in the wake of casual "Friday" and handling the changing demographic work environment. Students were required to use both written and digital documentation for references, and additionally orally presented their materials before peers in the classroom setting.</p> <p>The successful student completing BIS 1700, will have the necessary foundations for effective communication, further demonstrating an efficient skill set in both oral and written communication necessary in a variety of professional environs.</p>	Yes	No Modifications	5/1/2009	New

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### Learning Outcome

Students will be able to demonstrate their learned technical skills of software integration.

### Benchmark

52.3A 80% of students will be rated on their technical knowledge and successfully pass BIS 1300 (Document Processing and Production), with a score of 80% or better.

<b>Findings</b>	<b>Benchmark Met?</b>	<b>Planned Change</b>	<b>Assessment Date</b>	<b>Status</b>
It is very important for students to complete their work and turn in work a second time for a higher grade when the option is available to them. [OAE Note: Although benchmark was not met, no modifications were indicated.]	No	No Modifications	5/1/2009	New