1. Use effective forms of business communication
2. Demonstrate a basic knowledge of the legal aspects of business
3. Demonstrate the use of basic accounting terminology, principles, and practices.
4. Demonstrate knowledge of business ethics, E-business, management, leadership, human resources, and marketing
5. Describe the basic principles and problems of economics
6. Utilize the basic tools in the current version of Microsoft Office
7. Utilize the elements and principles of design to analyze and develop professional visual communications
9. Utilize skills related to their major and demonstrate professional behavior.
Program Outcome #1: Use effective forms of business communication

<table>
<thead>
<tr>
<th>Program Outcome #1</th>
<th>Year</th>
<th>Course</th>
<th>Course Title</th>
<th>CRSE</th>
<th>OTCM</th>
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Analysis of Student Learning: Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   *Adjunct instructor did not complete course level assessment.*

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   *Adjunct instructor did not complete course level assessment.*

3. What program changes are being made to enhance student learning?
   *Adjunct instructor did not complete course level assessment.*
Program Outcome #2 Demonstrate a basic knowledge of the legal aspects of business

<table>
<thead>
<tr>
<th>Program Outcome #2</th>
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<th>Course Title</th>
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Analysis of Student Learning: Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   Adjunct instructor did not complete course level assessment.

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   Adjunct instructor did not complete course level assessment.

3. What program changes are being made to enhance student learning?
   Adjunct instructor did not complete course level assessment.
Program Outcome #3 Demonstrate the use of basic accounting terminology, principles, and practices.

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<th>Program Outcome #3</th>
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**Analysis of Student Learning:** Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   Yes. Students can take either course based on their accounting skill level. For course outcomes 1, 2, 3, & 4, students surpassed the target score of 75. Course outcome #5 for Accounting I was barely met so instructor will continue to spend more time on it.

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   Students are learning, however we need to improve outcome 5 in Accounting I.

3. What program changes are being made to enhance student learning?
   Allocate more time to outcome 5 in Accounting I.
Program Outcome #4: Demonstrate knowledge of business ethics, E-business, management, leadership, human resources, and marketing

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<th>Program Outcome #4</th>
<th>Year</th>
<th>Course</th>
<th>Course Title</th>
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Analysis of Student Learning: Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   Yes. Student learning improved from previous program level assessment because outcome 2 was also met.

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   Students are learning. Instructor should consider raising the target score.

3. What program changes are being made to enhance student learning?
   Outcome 2 wasn’t met in 2012-2013 so the instructor made changes to improve that learning outcome.
Program Outcome #5

Describe the basic principles and problems of economics

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<th>Course Title</th>
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Analysis of Student Learning: Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   Yes. Students met or exceeded the target score for all outcomes except #2 for Macro and outcome #3 for Micro.

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   Students are learning the outcomes in Microeconomics and Macroeconomics.

3. What program changes are being made to enhance student learning?
   Outcomes for these courses were changed based on the Kansas Core Competency project so instructor will strive to improve the two outcomes not met.

Program Outcome #6

Utilize the basic tools in the current version of Microsoft Office

<table>
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<tr>
<th>Program Outcome #6</th>
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<th>Course</th>
<th>Course Title</th>
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Analysis of Student Learning: Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   Yes. 86% was the average score (compared to 84% in 2012-2013) which exceeds the 75% target.

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   Students are learning the software based on the outcome.

3. What program changes are being made to enhance student learning?
   Continue to adjust to each group of students but the overall teaching strategies are working well. Consider raising the target score if students are consistent in exceeding it.
Program Outcome #7  |  Utilize the elements and principles of design to analyze and develop professional visual communication.

<table>
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<th>Program Outcome #7</th>
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<th>Course</th>
<th>Course Title</th>
<th>CRSE OTCM</th>
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**Analysis of Student Learning:** Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   - Students exceeded the target scores.
2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain.
   - Students are able to use design elements to create professional visual communications.
3. What program changes are being made to enhance student learning?
   - Consider raising the target score because if students are in class and complete all the hands-on projects then they should exceed the 75% target.
Program Outcome #8: Create professionally formatted business materials using advanced Microsoft Word, Excel, and Access tools.

<table>
<thead>
<tr>
<th>Program Outcome #8</th>
<th>Year</th>
<th>Course</th>
<th>Course Title</th>
<th>CRSE OTCM</th>
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<th>Score</th>
<th>Average</th>
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Analysis of Student Learning: Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   Intro to Database is only offered every other fall so the data will be available again in 2014-2015. Outcome #2 for Advanced Spreadsheets was only met by 2%.

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   Students are able to create professionally formatted business materials based on the 100% average.

3. What program changes are being made to enhance student learning?
   More emphasis needs to be put on Advanced Spreadsheets outcome 2.
Program Outcome #9 Utilize skills related to their major and demonstrate professional behavior.

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<th>Year</th>
<th>Course</th>
<th>Course Title</th>
<th>CRSE</th>
<th>OTCM</th>
<th># STDNTS ASSESSED</th>
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<th>Average Score</th>
<th>CO Goal Met</th>
<th>CO Goal Unmet</th>
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Analysis of Student Learning: Analyze student learning by answering the following questions. Please be elaborative and explain your answers. Avoid one-word answers.

1. How are the students learning the outcome?
   All outcomes were met.

2. How does the data support your analysis of student learning, i.e. are students meeting the educational goal? Explain
   Students demonstrate professional skills.

3. What program changes are being made to enhance student learning?
   Continue to adjust to each group of students but the overall teaching strategies are working well.