

## 2010-2011 Annual Academic Program Assessment Report Computer & Office Technology

<b>Academic Program:</b>	Computer & Office Technology, AAS
<b>Academic Program Division:</b>	Technology
<b>Program Responsible Person:</b>	Janeen L. Malkovich, WNC
<b>Assessment Team Member/s:</b>	Irena Joannette-Gallio, WNC Holly O'Toole, WNC
<b>Date Submitted:</b>	Friday, June 03, 2011
<b>College Strategic Plan Goals:</b>	<ol style="list-style-type: none"> <li>1. Improve student success in program completion and graduation rates.</li> <li>2. Ensure institutional excellence in teaching, programs and services.</li> <li>3. Embrace our college's many communities and respond to their diverse needs.</li> </ol>
<b>Division Mission:</b>	The Technology Division mission is to meet the needs of students, as well as the needs of employers in our service area.
<b>Program Mission:</b>	The Associate of Applied Science Degree in Computer & Office Technology will prepare students with the necessary skills for employment in a business office environment.

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### Outcome #1

<b>Program Goal:</b>	<ol style="list-style-type: none"> <li>1. Evaluate the validity/viability of an AAS COT Degree Program.</li> <li>2. Improve laboratory facilities.</li> </ol>
<b>Outcome:</b>	<ol style="list-style-type: none"> <li>1. COT mission statement, SLOs and course outlines are relevant in the context of the current office environment.</li> </ol>
<b>Assessment Methods Used and Criteria for Success:</b>	<ol style="list-style-type: none"> <li>1. Reviewed COT Mission Statement, Student Learning Outcomes, and Outlines.</li> </ol>
<b>Summary of Results and Conclusions Drawn:</b>	<ol style="list-style-type: none"> <li>1. COT Program Review Committee submitted a report to Curriculum on Nov. 5, 2010. All changes and recommendations were accepted and degree was updated with new mission statement, SLO's, and outlines. The two certificates were de-activated and the course sequence was updated.</li> </ol>
<b>Use of Results:</b>	<ol style="list-style-type: none"> <li>1. Deactivate Certificates in Desktop Publishing and Computer Applications.</li> <li>2. Scheduling changes were made so that students could earn degree in two years and online classes were increased.</li> </ol>