

**Mission and Outcomes Development Worksheet # 1**

**Academic Programs**

Academic Program		Assessment Period Covered
Certificate of Achievement in Bookkeeping		Fall 2012 to Spring 2013
		<b>Date Submitted</b> November 14, 2012
<b>Institutional Mission/Strategic Goal:</b>		
<b>Mission:</b> <i>Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.</i>		
<b>Strategic Goal:</b> <i>SPG 1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively;</i> <i>SPG5. Invest in sufficient, qualified, and effective human resources;</i> <i>SPG7. Build a partnering and service network for community, workforce and economic development;</i> <i>SPG 9. Provide for continuous improvement of programs, services and college environment.</i>		
<b>Academic Program Mission Statement:</b> The mission of the Certificate of Achievement Program in Bookkeeping is to prepare students for entry level jobs in the areas of business, or for those who are already working to upgrade general skills in managing their own business; and to help the citizens of the FSM to be productive members of society, able to contribute to the general welfare and economic development of the Nation.		
<b>Academic Program Goals:</b> <ol style="list-style-type: none"> <li>1. Develop basic knowledge and skills essential for employment or career advancement in business or related field.</li> <li>2. Develop fundamental knowledge and skills essential for the pursuit of degree level course work in business, accounting, or related field.</li> <li>3. Develop intellectual and critical thinking skills to become effective learners and well informed citizens.</li> </ol>		
<b>Academic Program Learning Outcomes:</b> <ol style="list-style-type: none"> <li>1. <i>Demonstrate proper bookkeeping techniques for a small business.</i></li> <li>2. <i>Demonstrate general computer competence and information technology literacy.</i></li> <li>3. <i>Describe small business management techniques.</i></li> <li>4. <i>Communicate effectively in English for business purposes.</i></li> <li>5. <i>Perform business computations and apply logic as needed.</i></li> <li>6. <i>File documents properly and use common office machines.</i></li> </ol>		
<b>Program Review Improvement Outcome:</b> <ul style="list-style-type: none"> <li>• Modify existing program requirements and courses to meet students' needs and improve retention and completion rates; and</li> <li>• Improve SLOs of all Bookkeeping major courses to include authentic assessment strategies.</li> <li>• Improve data collection and management.</li> <li>• Develop and maintain student tracking system.</li> <li>• Modify PLO's and SLO's to be more assessable.</li> <li>• Reorganize the courses progressively and requiring prerequisites accordingly.</li> </ul>		

**Academic Programs**

Certificate of Achievement in Bookkeeping		Fall 2012 to Spring 2013
<b>Academic Program</b>		<b>Assessment Period Covered</b>
<b>(X) Formative Assessment</b>		
<b>( ) Summative Assessment</b>		

<b>Evaluation questions</b>	<b>Data sources</b>	<b>Sampling</b>	<b>Analysis</b>
1. Are students able to demonstrate proper bookkeeping techniques for a small business?	Course level assessments for BK095, BK096, and BU100.	100% of students enrolled in each courses.	Descriptive analysis will be given.
2. Are students able to communicate effectively in English for business purposes?	Course level assessments for ESL/BU095, ESL/BU096, BU095, BU097, and BU100.	100% of students enrolled in each courses.	Descriptive analysis will be given.
3. Upon completion of the BU100 Practicum course, will students or graduates possess workforce readiness skills?	Course level assessments; supervisory evaluation reports; agency surveys.	100% of students enrolled in BU100.	Descriptive and narrative will be given.

**Timeline**

<b>Activity</b>	<b>Who is Responsible?</b>	<b>Date</b>
1. Re-evaluation and modification of courses.	Perman and Dison (Will include faculty from other Campuses teaching program courses.)	Before end of Spring 2013
2. Modify existing program requirements and courses to meet students' needs and improve retention and completion rates.	Perman and Dison (Will include faculty from other Campuses teaching program courses.)	Before end of Spring 2013
3. Do a Campus Program Review for years 2009-2011.	Perman	Before end of Spring 2013
4. Develop a tracking system for students in the Bookkeeping program.	Perman and Dison	Before end of Spring 2013