**Mission/Purpose**

**Student learning outcomes (Goals):**

*Ex. Program will produce well-prepared graduates.* (Add more lines as needed.)

Goal 1. Students should be prepared for entry level positions

Goal 2. Students should be prepared for positions beyond the entry level

Goal 3. Provide students with a beginning basis for preparation of Certification exams, such as Microsoft Office Specialist

Goal 4.

**Which Student learning outcomes (Goals) did you assess this year?**

Goal No. 3. The text books we use often contain and meet all the requirements as outlined by Microsoft for certification. Students are advised to seek additional training and preparation for any certification exam. CSCI-A106 is only an introduction and would need to be followed by CSCI-A285 to have the strongest foundation for MOS certification

**Assessment Summary**

<table>
<thead>
<tr>
<th>Outcomes/Objectives</th>
<th>Measure(s)</th>
<th>Findings</th>
<th>Action Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Students will demonstrate proficiency in oral communication.</td>
<td>Rubric applied to capstone project presentations.</td>
<td>60% of students scored a 3 or higher.</td>
<td>Provide tutorials and practice sessions for oral presentations once a month through the tutoring center.</td>
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<tr>
<td>1. Goal 3</td>
<td>Collected individual performance results</td>
<td>50% of students scored a 3 or Higher</td>
<td>We would like to increase this percentage to 60%. Tutorial sessions are offered to students and the students can get hands on experience with the tutor for CSCI-A106</td>
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**Analysis Questions**

*Based on your findings and action plans, what primary changes will you make for student learning? Program outcomes? Changes to the assessment process?*

1. We will try to increase the tutorial time offered to students. Only one tutor is at present available for only 8 hours a week. An NSF project is applied for which will provide funding for increasing the tutor time.

2.