PROAC Form 1 2015-2016

PROGRAM NAME: ***Business Progam (A.A.S. COMPUTER APPLICATION)***

Protocol Route Slip	Name	Title	Initial	Date
Received by PROAC Chair:				
Reviewed by Head of Division:				
Reviewed by Program Chair or Manager:				
Authored by:				

Reviewed by PROAC Member:_____ Date reviewed: _____

NMC MISSION STATEMENT (Column 1)	**Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.**
Program's Expanded Statement of Institution Purpose (ESIP) (Column 1)	**The Expanded Statement of Institutional Purpose of the Business Department is to develop the future business and government leaders of the CNMI and the region by inspiring our diverse student population to reach their full academic, employment, and entrepreneurial potential by providing them with challenging courses and student-oriented learning experiences that will prepare them for rewarding careers in support of the Northern Marianas College mission.**

INTENDED PROGRAM/SERVICE OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
What will students be able to know, do, think or value because of a given educational experience? (SLO) What will the unit provide, improve, or increase? OR What will the clients be satisfied with, receive or understand? (AUO) Identify outcome as a Student Learning Outcome (SLO) or Administrative Unit Outcome (AUO). Begin SLO's, "Students will…" Begin AUO's, To [verb]…" Priority Initiative- what priority initiative does your outcome link to in the PROA SP 2013-2014?	What are the specific assessment tools that will establish the degree and extent of what is to be achieved? What are our criteria for success? Action Timeline- what month and year will the outcome be completed?	Summarize findings vis-à-vis outcomes, assessment tools, and criteria for success.	Discuss implications of the data in terms of the following: 1) Link to goals, outcomes, tools, data collection and analysis; 2) Improvement plan vis-à-vis student learning; 3) Resources required

PROAC Form 1 Rubric

NMC MISSION STATEMENT (Column 1)	**Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.**
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INTENDED PROGRAM/SERVICE OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
Criteria for Success	***Criteria for Success***	***Criteria for Success***	***Criteria for Success***
☐ indicates course or program level assessment.	☐ identifies specific assessment method category (course embedded assessment, test, portfolio, standardized test, survey , etc.) for each SLO.	☐ addresses the means of assessment and criteria for success statement in the Means of Assessment/Criteria for Success section (Column 3 of the Five Column Model).	☐ aligns with the summary of data in the Summary of Data section (Column 4 of the Five Column Model).
☐ aligns with NMC's mission.	☐ details at least two (2) assessment methods/tools to be used to measure each **SLO.**	☐ reports the actual results and compares with the number (%, fraction, actual number) originally expected to meet the minimum score.	☐ uses present-continuous or past tense.
☐ **(for SLOs)** states what students will know, do, think, or feel.	☐ identifies specific assessment method category (focus group, survey, etc..) for each **AUO.**	☐ highlights key findings from the data.	☐ reports what the unit/program members have done or are doing as a result of the findings.
☐ **(for AUOs)** states what the unit/program is currently providing that may improve what clients will understand, be satisfied with, **or** receive.	☐ details the assessment method used to measure each **AUO.**		☐ identifies who has made or is making the changes.
☐ is measurable (can be observed or tested).	**Criteria for Success:**		☐ indicates when the recommendation is to be implemented.
☐ is central to the course / program.	☐ **(for SLOs)** establishes minimum expected score for success at achieving outcome.		☐ indicates when the unit/program may expect to see an impact as a result of the actions taken.
	☐ **(for SLOs)** quantifies (% or fraction) of students who are expected to meet minimum score.		
	☐ **(for AUOs)** establishes minimum expected score for success at achieving outcome.		
	☐ (for AUOs) quantifies (% or fraction) of clients (or items measures) expected to meet minimum score.		

PROAC Form 1 Template

NMC MISSION STATEMENT (Column 1)	**Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the Commonwealth.**

INTENDED PROGRAM/SERVICE OUTCOMES (Column 2)	MEANS OF ASSESSMENT AND SUCCESS CRITERIA (Column 3)	SUMMARY OF DATA COLLECTED (Column 4)	USE OF RESULTS (Column 5)
1. Students will use MS Word to complete different types of text documents from short letters to enhanced documents with embedded graphic images to long documents, like reports and term papers with styles, table of contents and indexes. 2. GEO 4: *Technology and Information Literacy* 1.1 Collect, organize and present information from various sources, including books, periodicals and the Internet 3. GEO 5: *Oral Communication* 1.1 Demonstrate oral communication proficiency in discussions, debates, and presentations 4. GEO 7: *Written Communication* 1.1 Produce clear well-organized written work, documenting, as appropriate, borrowed sources using a recognized citation method 1. PLO 1: Prepare and present written and oral business reports for a variety of	Upon completion of MS Word lectures 80% of the students will create and present a professional paper including a cover page, table of contents, table of figures, bibliography, index, footnotes, and endnotes. Students will be able to use the mail merge feature in Word to create multiple letters with different addresses stored in a table as a database. There will be sixteen assignments with hands-on-exercise, and one test will be conducted along with their computer.	1. 82% of the students successfully created a professional paper, using MS Word. 82% of the students were competent in orally presenting their papers in the class. 82% of the students were able to produced clear well-organized written MS Word documents.	Students displayed competence in MS Word, the oral presentattion skills, and written communications skills will enable them to trasnfer this new knowledge to future assignment when preparing table of contents, footnotes and bibliography features to make a professional papers including their resume.

audiences at a generally acceptable level of business English;			
1. Students will be able to use MS Excel to perform numerical calculation, analyze and summarize data in a table format; summarize data using charts, and embed tables and charts from Excel worksheets into Word documents. 1. GEO 4: *Technology and Information Literacy* 1.1 Collect, organize and present information from various sources, including books, periodicals and the Internet 2. GEO 5: *Oral Communication* 1.1 Demonstrate oral communication proficiency in discussions, debates, and presentations 3. GEO 7: *Written Communication* 1.1 Produce clear well-organized written work, documenting, as appropriate, borrowed sources using a recognized citation method 4. PLO 1: Prepare and present written and oral business reports for a variety of audiences at a generally acceptable level of business English;	Upon completion of MS Excel lectures 80% of the students will create a worksheets that calculate airline ticket prices and other services depending on various data. Students will be able to use appropriate functions and charts to demonstrate their capabilitiesand understandingof the subject. 90 % of the students will receive a 90 % and above on the sixteen assignments with hands-on-exercise, and on the computer test.	90% of the students created an Excel worksheet using appropriate functions to calculate airline ticket prices. 90 % of the students received a 72 % and below the written test in the Excel and 90 % of the student received 84% or less.	Students lack the competence to meet the required goals of 90 % on the written and hands on tests. Students need to spend additional time reading the text to understand the concept and terms of the Excel subject. To further assist students to meet these goals, the instructors who advises the Computer Application program implemented a lab time session every Friday from 11:00 am to 2:00 pm. The reminder will be placed on the syllabus and students will be reminded in each class section to visit the lab on Fridays if they are having problems grasping the concepts and completing the assingments.

1) Students will: Understand the concepts of inheritance, polymorphism, and information hiding.	1) After working with abstract classes and understanding the concept of inheritance, 80% of the students will create a Java application that demonstrates all new business and personal loans. Students will be able to enter, store and display the loan information.	1) 75% of the students successfully created the Java application.	1) Java is an object oriented programming language which can be difficult for beginner programmers. Students should spend more time understanding the concept of the object oriented programming including the inheritance. To further assist students to meet these goals, the instructors who advise the Computer Application program implemented a lab time session every Friday from 11:00 am to 2:00 pm. The reminder will be placed on the syllabus and students will be reminded in each class section to visit the lab on Fridays if they are having problems grasping the concepts and completing the assignments.
2) Create user interfaces with the Swing components and use all the Java layout managers and event handling.	2) 80% of the students will create a Mine Sweeper application by setting up a grid of rows and columns in which "bombs" are randomly hidden. Student will be able to use Swing components and event handling to write a well-organized code and present their programming structure.	2) 70% of the students successfully created the Mine Sweeper application.	**2)** Students should continue to make more simple game applications that use Swing components to create user interfaces. To further assist students to meet these goals, the instructors who advise the Computer Application program implemented a lab time session every Friday from 11:00 am to 2:00 pm. The reminder will be placed on the syllabus and students will be reminded in each class section to visit the lab on Fridays if they are having problems grasping the concepts and completing the assignments.
3) Create and write an HTML document to host an applet by handling images and sounds in Java.	3) 80% of the students will create a horse race applet that can run within an internet browser. Students will be able to use graphic tools and images to implement animation.	3) 72% of the students implemented the horse race applet using graphic tools and images.	3) Students should be able to convert applications to an applet that can be run by internet browsers that support JAVA applets. Students should also be able to use graphic tools appropriately. To further assist students to meet these goals, the instructors who advises the Computer Application program implemented a lab time sssion every Friday from 11:00 am to 2:00 pm. The reminder will be placed on the syllabus and students will be reminded in each class section to visit the lab on

			Fridays if they are having problems grasping the concepts and completing the assingments.