



---

## Academic Assessment

### Program Learning Outcomes

Division	Career and Technical Education
Program	Computer Software Technology
Degree/Certificate	AAS
Program Learning Outcomes	<p>Students will be able to:</p> <ol style="list-style-type: none"><li>1. Demonstrate the ergonomically safe setup of a computer workstation (i.e. chair height, monitor height, keyboard position).</li><li>2. Produce professional-quality documentation of designs using a professional-level tool such as Microsoft Office.</li><li>3. Operate Microsoft Word, PowerPoint, Excel, and Access effectively.</li><li>4. Develop a list processing software application.</li><li>5. Develop a complete Java procedural application.</li><li>6. Develop a bash script managing file.</li><li>7. Administrate a MySQL Database Management System.</li></ol>

Submitted 11/15/2019

Be sure the PLO meet the following guidelines:

- PLO should be written in the “Students will be able to” format.
- PLO should be written using a Bloom’s Taxonomy verb. (See the following page for examples.)
- PLO should be supported by at least one Course Learning Outcome.
- PLO should support at least one KCKCC Institutional Learning Outcome. The learning outcomes are: Communication, Computation & Financial Literacy, Critical Reasoning, Technology & Information Literacy, Community & Civic Responsibility, and Personal & Interpersonal Skills. Further details on the KCKCC Institutional Learning Outcomes are available here: <https://www.kckcc.edu/academics/assessment/institutional-learning-outcomes.html>.
- There must be at least one outcome that supports an established industry or accreditation standard for the specific discipline.

When writing PLO, avoid the following:

- Describing program/unit outcomes or objectives instead of learning outcomes.
- Using inactive verbs.
- Being too wordy or complex.
- Compiling multiple outcomes in one statement (this is usually signified by use of the word “and”).
- Using vague terminology.
- Using vague verbs that are difficult to observe and measure (e.g. understand, know, value, appreciate, learn).

\*Note that each department offering a degree or certificate must develop at least 2 PLO.

**Bloom's Revised Taxonomy Definitions & Verbs**

<b>LEVEL</b>	<b>DEFINITION</b>	<b>VERBS</b>
<b>REMEMBER</b>	The ability to recognize or recall knowledge of learned material from memory.	Copy, Count, Define, Duplicate, Enumerate, Identify, Label, List, Match, Memorize, Name, Quote, Recall, Recite, Recognize, Repeat, Reproduce, Retell, Select, State
<b>UNDERSTAND</b>	The ability to construct meaning from learned material.	Clarify, Classify, Convert, Describe, Discuss, Distinguish, Explain, Express, Give Examples, Illustrate, Locate, Paraphrase, Predict, Represent, Restate, Summarize, Translate
<b>APPLY</b>	The ability to utilize or implement learned material in new and concrete situations.	Administer, Apply, Demonstrate, Diagnose, Discover, Employ, Establish, Execute, Implement, Interpret, Manipulate, Operate, Practice, Simulate, Solve, Transfer
<b>ANALYZE</b>	The ability to break concepts or materials into component parts to determine interrelationships and organizational structure.	Analyze, Calculate, Compare, Contrast, Correlate, Deconstruct, Detect, Differentiate, Dissect, Divide, Examine, Inspect, Inventory, Investigate, Organize, Prioritize, Separate, Subdivide
<b>EVALUATE</b>	The ability to make criteria-based judgments about material.	Appraise, Argue, Assess, Conclude, Convince, Critique, Decide, Defend, Evaluate, Grade, Judge, Justify, Measure, Rank, Rate, Recommend, Review, Score, Select, Weigh
<b>CREATE</b>	The ability to combine elements to form a new functional or coherent whole.	Assemble, Compile, Compose, Construct, Create, Design, Develop, Devise, Facilitate, Formulate, Generate, Hypothesize, Integrate, Invent, Modify, Produce, Propose, Synthesize

*Please note that these verbs are merely suggestions. There are other verbs that you may deem more suitable for your PLO statements.*