



Planning and Evaluation Tracking

College Year: 2008-2009

Division of: Business

Person Responsible: David Hernandez

Department of: Office Administration

Person Responsible: Gay Mills

Purpose Statement: Train students to be successful office professionals

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Adequately prepare students with proficient skills and knowledge.	1. After completing at least 32 hours of Office Administration (OA) required courses, 90 percent of OA majors will show proficiency in at least 3 of 4 competencies (speed, accuracy, composition, professional documents), based on electronic portfolios completed in Advanced Document Formatting, POFT 2333 (capstone course), as evaluated by a panel comprised of faculty and members of the industry.	1. No data available. The student portfolios are being completed fall 2008 and will be evaluated at the end of the semester.	1.ANALYSIS 2007-2008: Results will be available following the fall 2008 semester. PLAN OF ACTION: This appears to be an appropriate method to measure competency. We plan to continue the portfolio evaluations.

2. Adequately prepare students for employment in office/administrative jobs.	2. Upon completion of OA program, at least 90% of graduates will be employed in the field, based on results from THECB Annual Data Profile for AC--Cumulative Outcomes for Graduates, Workforce Education Program Detail for Amarillo College (ADP-10A, CIP Code 52.04).	2. Based on THECB 2006 Annual Data Profile for AC (CIP Code 52.04) for 2001-2004, OA shows an 89.74% successful outcome rate.	2. ANALYSIS 2007-2008: We are pleased that 89.74% of our graduates are employed in the field. PLAN OF ACTION: Continue departmental goal of 90+% successful outcome rate.
3. Allow students alternative methods of instruction with flexible options.	3. Continue developing additional OA online courses by adding a minimum of one new course per academic year.	3. During 2007-2008, added POFI 2340, Advanced Word Processing, to list of online courses.	3. ANALYSIS 2007-2008: We are offering ITSW 1304, Introduction to Spreadsheets, this semester, fall 2008 (bringing our total online courses to six). PLAN OF ACTION: We will add two courses to our online course offerings during 2008-2009 after new LMS training is available.
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