

Planning and Evaluation Tracking

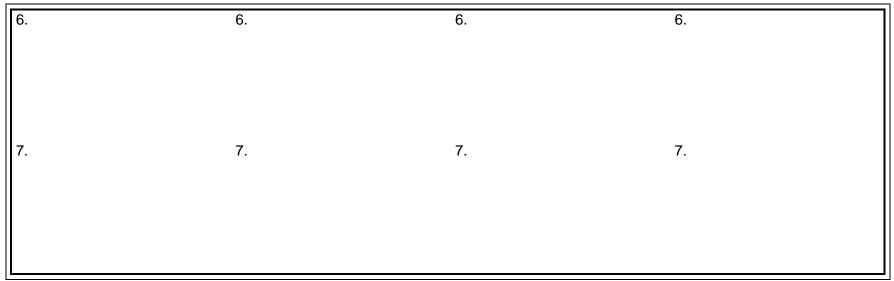
College Year: 2007-2008

Division of: <u>Business</u> Department of: <u>Office Administration</u> Person Responsible: <u>David Hernandez</u> Person Responsible: <u>Gay Mills</u>

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.	1.

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 AC's Graduating Student Surveys and AC Employment & Outcomes tables.	2.	2.
 Allow students alternative methods of instruction with flexible options. 	 Upon offering additional online-delivery methods, OA enrollment will increase 6%, as recorded in AC's enrollment reports. 	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.



revised 8/1/05