



## Planning and Evaluation Tracking

College Year: 2007-2008

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 the semesterly Grade Distribution Report for Advanced Document Formatting, POFT 2333.	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.

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3. Allow students alternative methods of instruction with flexible options.

3. Upon offering additional online-delivery methods, OA enrollment will increase 6%, as recorded in AC's enrollment reports.

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revised 8/1/05