

**Program:** Administrative Assistant

**Degree:** Associate in Applied Science

**Program Learning Outcomes:**

1. Demonstrate proficiency of Microsoft Office software to compose, proofread, and produce business documents
2. Demonstrate knowledge of editing and language skills as it relates to the business environment
3. Demonstrate excellent communication skills including speaking, writing, researching and presenting of information to be effective in the workplace
4. Use critical thinking and problem solving to complete work independently or in a team in an ethical and professional manner
5. Perform office accounting and/or bookkeeping functions as it relates to the business environment
6. Demonstrate knowledge of appropriate terminology and procedures as it relates to the business environment

**Assessment Cycle:**

	<b>AY 2018-2019</b>	<b>AY 2019-2020</b>	<b>AY 2020-2021</b>	<b>AY 2021-2022</b>
<b>Outcome #1</b>	A	R	A	R
<b>Outcome #2</b>	A	R	A	R
<b>Outcome #3</b>	A	R	A	R
<b>Outcome #4</b>		A	R	A
<b>Outcome #5</b>		A	R	A
<b>Outcome #6</b>		A	R	A
<b>IELO</b>	A	R	A	R

A = Assessment evidence collected

R = Reflect on data, action plan devised, prep year

## Assessment Report

General, Legal, Medical:

	PROGRAM LEARNING OUTCOMES						IELO
	#1	#2	#3	#4	#5	#6	Creative Thinking
ACCT 102 or ACCT 200					X		
BOTE 108				X, A	X		Quantitative Literacy
BOTE 121		X, A	X				Written Communication
BOTE 152	X						
BADM 282						X	
BOTE 122	X	X	X				
CIS 102	X, A						Creative Thinking
BOTE 209	X	X	X	X, A		X	Critical Thinking
CIS 105	X			X	X, A		Creative Thinking
CIS 130	X		X				
BOTE 197	X	X	X	X	X	X	
BOTE 210	X	X	X, A			X	Oral Communication
CIS 104	X			X			
CIS 202	X, A			X			Creative Thinking
BOTE 251	X	X	X			X	
BOTE 253	X	X	X			X	
ACCT 215 or ACCT 225		X	X	X		X	
CJ 220			X	X		X	
BIOL 115/L						X	
BOTE 171	X	X	X	X		X, A	Creative Thinking
BOTE 172	X	X	X	X		X	
BOTE 222	X	X	X	X		X	
General Education Courses							

X = Material introduced, reinforced, and/or opportunity to practice

A = Assessment evidence collected (e.g., lab activity, exam, paper, assignment, etc.)