

Outcome 1	Measurable Criteria	Measurement Tool	Time Frame
<p>1. Office Administration students will demonstrate proficiency and efficiency in using computer application software in keeping with industry standards.</p>	<p>1a. 75% of OFAD students will score 80% or better on comprehensive computer application test. 1b. Administrative, Web and Medical specialty students will average 50 net wpm or better on 5-minute timings. 1c. Legal specialty students will average 60 net wpm or better on 5-minute timings.</p>	<p>1a. Comprehensive test that integrates word, excel and access administered in CIS 259 capstone course. From Ellen Reich – test grades from Fall 2002 to Spring 2004. All OFAD codes 1b. 5–minute straight copy timed writings administered in CIS 250. From Jean Logan and Ellen Reich – grades from Fall 2002 to Summer 2004. Codes 547, 565, & ____. 1c. 5-minute straight copy timed writings administered in LEGL 102. From D’Etta Kern – grades from Fall 2002 to Summer 2004. Code 577.</p>	<p>Analyze two years of data every other year. Collect data continuously throughout 2002-2004 school years. <u>Fall 2004:</u> 1. Compile and analyze results. 2. Determine action plan. 3. Review and revise objectives for 2004-2006 assessment cycle. <u>Winter 2005:</u> Initiate course and program.</p>
<p>Results: During 2000-2001 school year, 12 out of 31 students (39%) scored 80% or better on the comprehensive exam for the capstone course.</p>			
<p>Analysis and Action: It was determined that low test scores were due to weak math skills related to the use of formulas, lack of critical thinking skills, insufficient knowledge of Excel and Access</p>			

Outcome 2	Measurable Criteria	Measurement Tool	Time Frame
<p>2. Office Administration Students will be prepared to be employed in an office related occupation.</p>	<p>2.a. 80% of students will complete their cooperative work experience with a grade of B or better. 2.b. 80% of job-ready students will be employed in an office related occupation within 1 year.</p>	<p>2.a. Final grades for students enrolled in CIS 190 and CIS 290 from Fall 2002 to summer 2004. 2.b. DLOA database-shows salary and employment by category for SPSCC students</p>	<p>Analyze two years of data every other year. Collect data continuously throughout 2002-2004 school years. <u>Fall 2004:</u> 1. Compile and analyze results. 2. Determine action plan. 3. Review and revise objectives for 2004-2006 assessment cycle. <u>Winter 2005:</u> Initiate course and program.</p>
<p>Results: According to the Washington State Job Training Results, 72% of the completers are employed, which is based on unemployment insurance records between 1997 and 2000. The typical (median) hourly wage was \$11.13.</p>			

Analysis and Action:

Outcome 3	Measurable Criteria	Measurement Tool	Time Frame
<p>3. Office Administration Students will demonstrate knowledge and proficiency in their program specialty area.</p>	<p>3.a. Administrative specialty students will earn an overall GPA of 3.0 or better in administrative core courses 3.b. Web specialty students will earn an overall GPA of 3.0 or better in Web core courses 3.c. Medical specialty students will earn an overall GPA of 3.0 or better in Medical core courses 3.d. Legal specialty students will earn an overall GPA of 3.0 or better in Legal core courses</p>	<p>3.a. Final grades CIS 171, CIS 175, & BUS 101 From Research person – Code 547 grades from Fall 2002 to Summer 2004. 3.b. Final grades from CIS 184, CIS 188, CIS 189, and CIS 239 From Research person – Code _____. Grades from Fall 2002 to Summer 2004. 3.c. Final grades from MED 102, MED 103, MED 110 cFinal grades from LEGL 101, LEGL 102, LEGL 110 3.d. Final grades from LEGL 101, LEGL 102, LEGL 110 From Research person – Code 577 grades from Fall 2002 to Summer 2004.</p>	<p>Analyze two years of data every other year. Collect data continuously throughout 2002-2004 school years. <u>Fall 2004:</u> 1. Compile and analyze results. 2. Determine action plan. 3. Review and revise objectives for 2004-2006 assessment cycle. <u>Winter 2005:</u> Initiate course and program.</p>
<p>Results:</p>			
<p>Analysis and Action:</p>			