

# Assessment Impact by Course Objectives

## Palau Community College

### Program (OA) - Office Administration

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**CLO: OA 112 - Filing Systems & Record Management: CLO 1**

Index, Code, cross-reference, file and cross-reference records or alphabetic numeric, subject or Geographic storage.

**CLO Assessment Cycle:** 2014-2015 (Fall 2014)

**CLO Status:** Active

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Explain indexing, coding, filing and cross referencing according to the rules of a record management system. <b>Signature assignment:</b> Final Exam	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Final Exam - 12/21/2015 - 100% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">CLO1,OA112Fall2015.zip</a>	12/28/2015 - Evaluated students performed at the proficiency level, 100%, in Fall 2015. In the Fall 2014 it was only 74%. The Fall 2015 shows improvement. 12/22/2015 - No action needed at this time		2015-2016 (Fall 2015)
12/27/2014 - 94% students of the students assessed performed at proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">OA112Fall2014,CLO1,.zip</a>	12/27/2014 - No action needed this time as the expected outcome has been met.		2014 - 2015 (Fall 2014)
Final Exam - 01/29/2014 - 74% of the students assessed performed at the proficiency level <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">OA112Fall2014,CLO1,.zip</a>	01/29/2014 - no actions needed at this time		2013 - 2014 (Fall 2013)

**CLO: OA 112 - Filing Systems & Record Management: CLO 2**

Add, delete, update, and retrieve records from database file.

**CLO Assessment Cycle:** 2014-2015 (Fall 2014)

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Create and update a database. <b>Signature assignment:</b> Final Exam	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Final Exam - 12/21/2015 - 100% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">CLO2OA112FALL2015.zip</a>	12/22/2015 - Evaluated students performed at the proficiency level. In Fall 2015 there were 100% as well as in Fall 2015 who performed at the proficiency level.		2015-2016 (Fall 2015)
12/27/2014 - 100% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">OA112-Fall,CLO2.zip</a>	12/27/2014 - No action needed at this time as the expected outcome has been met.		2014 - 2015 (Fall 2014)
Final Exam - 01/29/2014 - 100% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes	12/27/2014 - No action needed at this time as the expected outcome has been met. 01/29/2014 - pending evidence document		2013 - 2014 (Fall 2013)

**CLO: OA 112 - Filing Systems & Record Management: CLO 3**

Setup a filing system whether alphabetic, numeric, subject or geographic.

CLO Assessment Cycle: 2014-2015 (Fall 2014)

CLO Status: Active

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Set up a filing system, including the charge out log using the simulation packet. <b>Signature assignment:</b> Simulation Packet Activity	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Simulation Packet Activity - 12/21/2015 - 100% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes	12/22/2015 - No action needed at this time		2015-2016 (Fall 2015)

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
<b>Related Documents:</b> <a href="#">CLO3OA112Fall2015.zip</a>			
12/27/2014 - 100% of the students assessed performed at proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">OA112CLO3.zip</a>	12/27/2014 - 100% of students performed at the proficiency level in Fall 2015 and it is improvement from 74% in the Fall 2014. 12/27/2014 - No action needed at this time as the expected outcome has been met.		2013 - 2014 (Summer 2014)
Simulation Packet Activity - 01/29/2014 - 74% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">ChargeOutLogA,B,C,.zip</a>	01/29/2014 - no action needed at this time		2013 - 2014 (Fall 2013)

### CLO: OA 112 - Filing Systems & Record Management: CLO 4

Apply color label to a folder.

CLO Assessment Cycle: 2014-2015 (Fall 2014)

CLO Status: Active

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Explain color coding. <b>Signature assignment:</b> Final Exam	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
<b>Related Documents:</b> <a href="#">CLO4,OA112Fall2015.zip</a> <a href="#">CLO4,OA112Fall2015.zip</a>			
Final Exam - 12/21/2015 - 87% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">CLO4,OA112Fall2015.zip</a> <a href="#">CLO4,OA112Fall2015.zip</a>	12/28/2015 - In the Fall 2015 - 87% of the students assessed performed at the proficiency level and it is improvement from 74% in the Fall 2014.		2015-2016 (Fall 2015)
12/27/2014 - 59% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> No <b>Related Documents:</b> <a href="#">OA112CLO4.rar</a>	03/27/2015 - Students might need more time and activities on this CLO and so I will prepare a field trip to the library to identify the color coding & hands to prepare a project focusing on color 03/26/2015 - As for the CLO4 Apply color label to a folder -color coding only 58.8% students has performed at the 70% or better and so there is a need for the action. According the assessment tool -		2014 - 2015 (Fall 2014)

**Results**

Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Final Exam - 01/29/2014 - 74% of the students assessed performed at the proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">CLO1FinalExam.zip</a>	students had hard time to explain the color coding so the plan is to prepare 'hands on activities' as for students to remember and understand 'how to apply color-coding' and not only discussion and a field trip to the PCC Library.  01/29/2014 - no action needed at this time 01/29/2014 - no action needed at the time		2013 - 2014 (Fall 2013)