

# Assessment Impact by Course Objectives

## Palau Community College

### Program (OA) - Office Administration

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#### CLO: OA 210 - Document Processing: CLO 1

Type using computer skills without errors and in fast manner.

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

**CLO Status:** Active

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Type accurately with appropriate business speed. <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="#">CLO1OA210Fall2015.zip</a>	12/28/2015 - In the Fall 2015 100% of the students assessed performed at the proficiency level and it is the 100% as in Fall 2014.		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="#">OA210-Fall2014,CLO1.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 <b>Related Documents:</b> <a href="#">FinalExamFolder.zip</a>	12/27/2014 - No action needed at this time as the expected outcome has been met. 01/29/2014 - No actions needed at this time		2013 - 2014 (Fall 2013)

#### CLO: OA 210 - Document Processing: CLO 2

Create, type and prepare routine business correspondence.

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Create and produce routine business correspondence. <b>Signature assignment:</b> Portfolio Folder	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Portfolio Folder - 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="#">CLO2.S1,2L4.zip</a>	12/22/2015 - No action needed at this time		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="#">OA210-CLO2 Fall 2014.zip</a>	12/28/2015 - In the Fall 2015 100% of the students assessed performed at the proficiency level 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)
Portfolio Folder - 01/29/2014 - 74% of the students assessed perform at the proficiency level. <b>Expected Student Performance Met:</b> Yes <b>Related Documents:</b> <a href="#">FinalExamFolder.zip</a>	01/29/2014 - No actions needed at this time		2013 - 2014 (Fall 2013)

**CLO: OA 210 - Document Processing: CLO 3**

Create, type and print legal, travel and medical documents.

Means of Assessment			
Means of Assessment	Expected Student Performance	Notes	Active
Create and produce legal, travel and medical documents. <b>Signature assignment:</b> Portfolio Folder	70% of the students assessed will perform at the proficiency level.		Yes

Results			
Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed

## Results

Summary of Data Collected	Use of Results	Follow-Up	Semester Assessed
Portfolio Folder - 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="#">CLO3.S1,S2.L4.zip</a>	12/28/2015 - In the Fall 2015 100% of the students assessed performed at the proficiency level and it is improvement from 74% in the Fall 2014. 12/22/2015 - No action needed at this time		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="#">OA 210-CLO3 Fall 2014.zip</a>	12/27/2014 - No action needed at this time as the expected outcome has been met.		2013 - 2014 (Summer 2014)
Portfolio Folder - 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="#">FinalExamFolder.zip</a>	01/29/2014 - No actions needed at this time.		2013 - 2014 (Fall 2013)