

**MAJOR FIELD ASSESSMENT PLAN  
A.A. OFFICE ADMINISTRATION**

The mission of Southeastern Louisiana University is to meet the education and cultural needs, primarily of Southeast Louisiana, to disseminate knowledge and to facilitate life-long learning through quality instruction, research and service in a safe, student-centered environment.

The major purpose of the A.A. in Office Administration is to ensure that students receive a quality education experience which will allow program graduates to function effectively as office workers.

**Goal 1**

To provide majors with knowledge needed to work in the field

Expected Outcome

Students demonstrate an understanding of basic office procedures.

Assessment

75% of students will score 60% or above on a departmental comprehensive basic office procedures exam in capstone course Office Simulation (OA 254).

**Goal 2**

To provide students the skills needed to work effectively in the field

A. Expected Outcome

Students demonstrate professionalism.

Assessment

75% of students will meet 50% of the attributes for their position in the office simulation as listed on the Final Employee Performance Evaluation Form and Development Plan in capstone course Office Simulation (OA 254).

25% enrolled in capstone course Office Simulation (OA 254) will hold membership in at least one student professional or honorary organization as indicated by responses on the Survey of Professional Membership Checklist.

B. Expected Outcome

Students are able to apply technological knowledge and skills in a simulated office environment.

Assessment

75% of students will demonstrate proficiency in word processing, desktop publishing, spreadsheet, and database applications by achieving 60% of the competencies listed on the Departmental Proficiency Evaluation Form used in capstone course Office Simulation (OA 254)