

2/11/93 2000

Office Administration (OA)--Associate of Arts Degree Program
Linkage Between
Expanded Statement of Institutional Purpose,
Intended Outcomes/Objectives, and
Assessment Criteria and Procedures at Southeastern Louisiana University

(rev. Feb 13, 1993)

Major Statements Of Purpose	OA--2-year Program Intended Outcomes/Objectives	Assessment Criteria and Procedures
<p><u>Major Statement:</u> The major focus of Southeastern Louisiana University's curriculum program is undergraduate education in the liberal arts and sciences and in selected professional fields and to instruct graduate students in selected disciplines.</p>	<p><u>Cognitive Objective</u> 1. Students demonstrate an understanding of basic office procedures.</p> <p><u>Attitudinal Objective</u> 1. Students demonstrate professionalism.</p>	<p>a. 75% of 2-year program students will score 60% or above on a departmental comprehensive basic office procedures exam for capstone course OA 254 (TBD).</p> <p>a. 75% of 2-year program students will meet 50% of the attributes for their position in the office simulation as listed on the Final Employee Performance Evaluation Form (TBR) in capstone course (OA 254).</p> <p>b. 25% of 2-year program students will join and/or actively participate in student professional organizations as indicated by responses during their final program year on Survey of Professional Membership Form (TBD).</p>
<p><u>Goal Statement:</u> All graduates of baccalaureate degree or two-year degree programs at the University will have developed a depth of understanding in their major fields to enable them to pursue a related career upon graduation.</p>	<p><u>Behavioral Objective</u> 1. Students are able to apply technological knowledge and skills in a simulated office environment.</p>	<p>a. 75% of 2-year program students will demonstrate proficiency in word processing, desktop publishing, spreadsheet, and database applications by achieving 60% overall of the competencies listed on the Departmental Proficiency Evaluation Form (TBD) used in capstone course OA 254.</p>
<p><u>OA Goal Statement:</u> The OA program has as its main goal ensuring that students receive a quality educational experience which will allow program graduates to function effectively as office workers and citizens.</p>		

