

**Valdosta State University
Adult & Career Education Department (ACED)
Office Administration & Technology
OUTCOMES ASSESSMENTS**

SELECTED EDUCATIONAL OUTCOMES FOR ALL OAT MAJORS

1. Students will demonstrate the ability to integrate into simulated activities higher level office administration skills as follows: decision-making, communication, data management, spreadsheet creation, computerized accounting, presentation, word processing, desktop publishing, web design, project management
2. Students will demonstrate an acceptable level of competence in workplace skills.
3. Program graduates will report an adequate level of their perceived competence with the following computer technology applications: operating system software, word processing software, e-mail and messaging software, database software, spreadsheet software, presentation software, desktop publishing software, computerized accounting software, webpage design software.

EXAMPLES OF OUTCOME ASSESSMENTS

1. Students will be assessed on their performance on simulated activities in [ACED 4160](#) (Administrative Office Procedures).
2. Program interns will be assessed on their practicum experience through direct observation using a rating scale by the job site supervisor. Program interns and job site supervisors will complete a post-practicum survey designed to identify program strengths and weaknesses. **Students who document experiential learning credits will be assessed through an e-portfolio that they will submit before the end of their final semester instead of through the internship.** NOTE: For students who document experiential learning credits in ACED 2940 instead of completing the internship in ACED 4300, outcomes will be assessed through documents submitted to the appropriate Dropboxes in the *ACED OAT Outcomes Assessments BlazeVIEW Course* during ACED 4070 or before the end of the student's final semester. These students are expected to submit AT LEAST 6 OUT OF THE 8 ITEMS below to demonstrate their ability to complete 75% of the learning competencies listed.

Item	Learning Competencies	ACED Courses	Artifacts--Original Work of the Student
1	Gather resources and prepare written reports for publication.	3150, 4020, or 4050	Research Paper in APA Style (Only one needed)
2	Design and produce desktop publishing documents.	2700 or 4160	Brochure, Flyer, OR Business Form (Choose one)
3	Record financial transactions.	3101	QuickBooks Report
4	Perform business mathematical computations.	3000 or 4070	Business Math Computations
5	Design and produce various business documents.	3400 or 4160	Spreadsheet AND Database Report (One of each needed)
6	Design and produce Web pages.	3610	Web Pages (Home Page and 2 other Pages)
7	Transcribe, format, and edit documents from recorded dictation.	4070	Transcribed Business Letter
8	Research and present about international business cultures.	4160	Travel Project PowerPoint

3. Program graduates will respond to a survey relating their perceptions about their preparation for using a variety of computer/technology applications. **NOTE:** For students who document experiential learning credits in ACED 2940 instead of completing the internship in ACED 4300, an email link to the survey will be provided during their final semester before graduation. All other students will complete the survey during their internship.