

ASSESSMENT PLAN FOR BACHELOR IN OFFICE ADMINISTRATION (BOA) AMENDMENT I - FALL 2025
Academic Years 2025-2026 - 2029-2030

Professional Competencies	Learning Objectives	Where to Measure?	Responsible Unit Who?	Performance Measurements Means/Instruments	Performance Indicators	Measurement Date
Conceptual and Critical Thinking Skills	Record financial transactions and complete the accounting cycle.	CONT 3011 Financial Accounting Principles I	Faculty Members	Course embedded/ Direct/Internal	At least 70% of students will score 70% or more on assessment rubric.	Fall Semester
	Exploration of basic statistical concepts.	ADOF 4126 Multidisciplinary Business Seminar	Faculty Members	Course Embedded/Direct/Internal	At least 70% of students will score 70% or more on assessment rubric.	Spring Semester (starting in 2028)
Interpersonal Skills, Leadership, and Professional Ethics	Students will be satisfied with how their undergraduate program promote ethics and professional responsibility.	Students Satisfaction Questionnaire	OAA/ OAE	Indirect/Internal	80% of the students will be very satisfied and satisfied in how the BOA program promotes their ethics and professional responsibility.	Spring Semester Graduation Students
	Demonstrate respectful behavior towards diversity and equity in the workplace.	ADOF 3015 Professional Communication with Deaf Individuals	Faculty Members	Course Embedded/Direct/Internal	At least 70% of students will score 70% or more on assessment rubric.	Fall Semester (starting in 2026)
Communication	Develop the ability to communicate clearly and professionally in English.	ADOF 3017 Keyboarding and Applications II	Faculty Members	Course Embedded/Direct/Internal	75% of students should achieve an average score of 70% or more on assessment rubric.	Spring Semester
	Develop the ability to communicate clearly and professionally using sign language.	ADOF 3015 Professional Communication with Deaf Individuals	Faculty Members	Course Embedded/Direct/Internal	At least 70% of students will score 70% or more on assessment rubric.	Fall Semester (starting in 2026)
	Students will be satisfied with the communication skills obtained in their undergraduate program.	Students Satisfaction Questionnaire	OAA/OAE	Indirect/Internal	80% of the students will be very satisfied and satisfied with the communication skills obtained in their undergraduate program.	Spring Semester Graduation Students
Adaptability and Lifelong Learning	Demonstrate participation in certification programs, ensuring competitiveness in the job market.	ADOF 4005 Electronic Production of Documents	Faculty Members	Direct/External (MOS Certifications)	At least 70% of students will score 70% or more on assessment rubric.	Fall Semester
	Promote the integration of workplace practices to facilitate a smooth transition into the professional field.	ADOF 4025 Office Administration Practicum	Faculty Members	External/Direct	100% students should achieve an average score of 85% or higher in the employer evaluation.	Spring Semester
Technological and Information Management	Develop the ability to use technological tools and specialized software to optimize administrative task management.	ADOF 3107 Office Concepts, Systems and Technology	Faculty Members	Course Embedded/Direct/Internal	At least 70% of students will score 70% or more on assessment rubric.	Spring Semester
	Apply correct techniques to improve accuracy, speed, and efficiency in keyboard use in administrative environments.	ADOF 4005 Electronic Production of Documents	Faculty Members	Course Embedded/Direct/Internal	At least 70% of students will score 70% or more on assessment rubric.	Fall Semester

ASSESSMENT PLAN FOR BACHELOR IN OFFICE ADMINISTRATION (BOA) AMENDMENT I - FALL 2025
Academic Years 2025-2026 - 2029-2030

Professional Competencies	Learning Objectives	Where to Measure?	Responsible Unit Who?	Performance Measurements Means/Instruments	Performance Indicators	Measurement Date
Human Resources and Customer Service	Acquire skills to plan, coordinate, and evaluate training programs.	ADOE 4080 Training and Seminar Planning	Faculty Members	Course Embedded/Direct/Internal	At least 70% of students will score 70% or more on assessment rubric.	Fall Semester
Amendments approved in the faculty meeting on October 28, 2025: The amendment consisted of removing the course ESPA 3215 from the assessment plan. This amendment will take effect starting in Fall 2026.						