

TOAP ASSESSMENT PLAN

STUDENT LEARNING OUTCOMES	COURSES	ASSESSMENT SCHEDULE				ASSESSMENT INSTRUMENTS
		1 st	2 nd	3 th	4 th	
1. Manages effectively diverse application programs and integrates their functions in the business document production.	TAOF 3018 TAOF 3019		✓			1. Pre and post test 2. Student portfolio
2. Applies oral and written communication skills through the writing and editing paragraph in English and Spanish.	TAOF 3027* TAOF 3028* TAOF 4015			✓		1. Pre and post test 2. Rubric for oral presentations
3. Develops filling skills to use in simulated office.	TAOF 3009		✓			1. Pre and post test 2. Community service project
4. Integrates knowledge and skills in office procedure.	TAOF 4025				✓	1. Student portfolio
5. Uses information technology knowledge to evaluate and recommends office equipment and application programs.	TAOF 3008 TAOF 4015		✓	✓		1. Pre and post test
6. Applies logical and critical thinking skills in study cases.	TAOF 4015 TAOF 4016			✓		1. Rubric
7. Establishes and maintains effective interpersonal relations and demonstrates an ethical behavior in the environment.	REHU 4409 TAOF 4025			✓	✓	1. Annually Internship supervisors survey
8. Demonstrates the ethics and civic values competency in community service project.	TAOF 3009	✓	✓			1. Community service project
9. Applies basic accounting knowledge and skills competency to business documents.	CONT 3016*		✓			1. Pre and post test
10. Performs appropriately in a global economy by means of diverse administrative task, forming a critical judgment on the decision-making considering the cultural diversity.	ECON 3021*			✓		
11. Applies management competency through team works skills.	TAOF 4016			✓		1. Pre and post test 2. Rubric
12. Uses management skills in problem solving and decision making.	TAOF 4024			✓		1. Pre and post test 2. Rubric
13. Demonstrates macro and micro economics skills.	ECON 3021*			✓		
14. Demonstrates basic knowledge of finance.	FINA 3045*		✓			1. Pre and post test
15. Indicates appropriate knowledge with regards to the principles of marketing.	MERC 3115*		✓			1. Pre and post test

*Courses that are included in the NEW curriculum approved. – Academic year 2015-16