### PROGRAM OUTCOMES ASSESSMENT SUMMARY REPORT

<table>
<thead>
<tr>
<th>Program:</th>
<th>Administrative Professional</th>
<th>Program #:</th>
<th>10-106-6</th>
<th>Associate Degree</th>
<th>Spring 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Office Support Specialist</td>
<td>Program #:</td>
<td>31-106-8</td>
<td>Technical Diploma</td>
<td>Spring 2010</td>
</tr>
</tbody>
</table>

#### PROGRAM OUTCOMES
- Apply proofreading techniques to identify and correct errors.

#### ASSESSMENT STRATEGIES & CRITERIA
- A common rubric is used for all students to determine what errors are made on a consistent basis and to identify what areas need improving.

#### ASSESSMENT RESULTS and ANALYSIS
- The Office Tech group reviews the compilation of results and develops an assessment plan to implement any changes needed in the curriculum, classroom, and/or assessment tools.

#### ACTION PLAN RELATIVE TO RESULTS
- Any needed changes will be identified by the Office Tech group after review of the assessment and modifications will be made as needed in order to improve the outcome.