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| **Program/Discipline Learning Outcomes** |
| **Academic Year: 2018** |
| **Program/Discipline: Executive Assistant** |
| **PROGRAM/DISCIPLINE CONTACT** |
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| **Learning Outcome:****(Successful students will be able to)** | **Course(s) in which the assessment will be performed** | **Semesters the outcome will be assessed** | **Assessment tools used for learning outcome** |
| 1 | *Demonstrate digital competency using client and cloud software* | CIS104, CIS119, CIS120, CIS121, CIS122, CIS125, CIS133, CIS138, CIS201 | Fall / Winter / Spring | Course project / Final Exam |
| 2 | *Design business solutions relating to office operations, policies, procedures, and processes* | BUA100, MAT133, PSY140, CIS210, CIS245 | Fall / Winter / Spring | Course project / Final Exam  |
| 3 | *Establish positive servant-leadership relationships with customers, coworkers, boss, etc.*  | BUA121, BUA130, CIS210 | Fall / Winter / Spring | Quizzes / Course assignments (Personality Inventory Assessments) |
| 4 | *Compose professional documents, publications, presentations, webpages, etc. for target audience.* | ENG131, ENG232, CIS125, CIS133, CIS138 | Fall / Winter / Spring | Quizzes / Case study reviews / Portfolio |
| 5 | *Manage projects, time, office operations; arrange meetings, and plan events.*  | CIS117, CIS210, CIS245 | Fall / Winter / Spring | Course project / Final Exam |
| 6 | *Display confidence presenting in small meetings or large presentation* | COM240, COM250 | Fall / Winter / Spring | Quizzes / Case study reviews |