

2010-2011 Assessment Cycle (2010-2011Assessment Cycle)

Assessment Plan

Mission Statement

Learning Outcomes and Measures

Administrative Assistant Outcome Set

Learning Outcome

Demonstrate the ability to perform basic computer function.

▼ Measure: NOCTI Administrative Assisting Assessment
Program level: Direct - Exam

Details/Description:

Acceptable Target: = National average 64.2

Ideal Target: 10% > national average 70.6

Implementation Plan (timeline): Spring 11

Key/Responsible Personnel: Julie Haar

Demonstrate the ability to work with others in an office env

▼ Measure: NOCTI Administrative Assisting Assessment
Program level: Direct - Exam

Details/Description:

Acceptable Target: = national average 65.3

Ideal Target: 10% > national average 71.8

Implementation Plan (timeline): Spring 11

Key/Responsible Personnel: Julie Haar

Demonstrate the ability to perform records management.

▼ Measure: NOCTI Administrative Assisting Assessment
Program level: Direct - Exam

Details/Description:

Acceptable Target: = national average 53.6

Ideal Target: 10% > national average 59.0

Implementation Plan (timeline):

Key/Responsible Personnel: Julie Haar

Demonstrate the ability to perform basic office procedures.

▼ Measure: NOCTI Administrative Assisting Assessment
Program level: Direct - Exam

Details/Description:

Acceptable Target: = national average 62.4

Ideal Target: 10% > national average 68.6

Implementation Plan (timeline): Spring 11

Key/Responsible Personnel: Julie Haar

Demonstrate the ability to perform basic accounting and comp

▼ Measure: NOCTI Administrative Assisting Assessment
Program level: Direct - Exam

Details/Description:

Acceptable Target: = national average 47.1

I deal Target: 10% > national average 51.8

Implementation Plan (timeline): Spring 11

Key/Responsible Personnel: Julie Haar

Last Modified: 05/20/2011 01:47:52 PM CDT