

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

Assessment Plan

Mission Statement

Learning Outcomes and Measures

Administrative Office Mgmt Outcome Set

Learning Outcome

Basic Computer Functions

Demonstrate the ability to perform basic computer functions

▼ Measure: NOCTI Administrative Assisting Assessment

Program level: Direct - Exam

Details/Description:

Acceptable Target: 80%

Ideal Target: 85%

Implementation Plan (timeline): Spring 2011

Key/Responsible Personnel: Julie Haar

Ability to work with others

Demonstrate the ability to work with others in an office environment

▼ Measure: NOCTI Administrative Assisting Assessment

Program level: Direct - Exam

Details/Description:

Acceptable Target: 80%

Ideal Target: 85%

Implementation Plan (timeline): Spring 2011

Key/Responsible Personnel: Julie Haar

Records Management

Demonstrate the ability to perform records management.

▼ Measure: NOCTI Administrative Assisting Assessme

Program level: Direct - Exam

Details/Description:

Acceptable Target: 80%

Ideal Target: 85%

Implementation Plan (timeline): Spring 2011

Key/Responsible Personnel:

Office Procedures

Demonstrate the ability to perform basic office procedures.

▼ Measure: NOCTI Administrative Assisting Assessme

Program level: Direct - Exam

Details/Description:

Acceptable Target: 80%

Ideal Target: 85%

Implementation Plan (timeline): Spring 2011

Key/Responsible Personnel:

Accounting and
Computational Skills

Demonstrate the ability to
perform basic accounting
and computational skills.

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

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Details/Description:

Acceptable Target: 80%

Ideal Target: 85%

Implementation Plan (timeline): Spring 2011

Key/Responsible Personnel:

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