

2016-2017 Assessment Cycle

Assessment Plan

Mission Statement

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: Mean score is equal to national average. 50% of students taking assessment, score above the national average.

Ideal Target: Mean score is 10% or greater above the national average. 60% or more of the students taking assessment, score above the national average.

Implementation Plan (timeline): Spring 2017

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: Mean score is equal to national average. 50% of students taking assessment, score above the national average.

Ideal Target: Mean score is 10% or greater above the national average. Greater than 60% of students taking assessment, score above the national average.

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Julie Haar

Records Management

Demonstrate the ability to perform records management.

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

Details/Description:

Acceptable Target: Mean score is equal to national average. 50% of students taking assessment, score above the national average.

Ideal Target: Mean score is 10% or greater above the national average. 60% or more of the students taking assessment, score above the national average.

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel:

Office Procedures

Demonstrate the ability to perform basic office procedures.

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

Details/Description:

Acceptable Target: Mean score is equal to national average. 50% of students taking assessment, score

above the national average.

Ideal Target: Mean score is 10% or greater above the national average. More than 60% of students taking assessment, score above the national average.

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Julie Haar

Accounting and Computational Skills

Demonstrate the ability to perform basic accounting and computational skills.

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

Details/Description:

Acceptable Target: Mean score is equal to national average. 50% of students taking assessment, score above the national average.

Ideal Target: Mean score is 10% or greater above the national average. 60% or more of the students taking assessment, score above the national average.

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Julie Haar

Last Modified: 09/13/2016 03:03:18 PM CST