

Mission Statement

Measures

Administrative Office Mgmt Outcome Set

Learning Outcome

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 2018

Key/Responsible

Julie Haar

Personnel:

Learning Outcome: 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 2018

Key/Responsible Personnel: Julie Haar

Learning Outcome: 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 Spring 2018

(timeline):
Key/Responsible
Personnel:

Learning Outcome: 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

Spring 2018

(timeline):

Key/Responsible

Julie Haar

Personnel:

Learning Outcome: 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 2018

Key/Responsible

Julie Haar

Personnel:

Last Modified: 06/07/2017 10:20:12 AM CDT