

2013-2014 Assessment 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: = national average

Ideal Target: 10% > national average

Implementation Plan (timeline): Spring 2014

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: = national average

Ideal Target: 10% > national average

Implementation Plan (timeline): Spring 2014

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: = national average

Ideal Target: 10% > national average

Implementation Plan (timeline): Spring 2014

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: = national average

Ideal Target: 10% > national average

Implementation Plan (timeline): Spring 2014

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: = national average

Ideal Target: 10% > national average

Implementation Plan (timeline): Spring 2014

Key/Responsible Personnel: Julie Haar

