



ALAMO
COLLEGES

PALO ALTO COLLEGE

Administrative Computer Technology: Secretarial Assistant Level I AAS Certificate

Career and Technical Education Degrees and Certificates

#1	Administrative Computer Technology: Secretarial Assistant Level I AAS Certificate Student Learning Outcome Demonstrate Keyboarding Proficiency by mastering the required words per minute
	Courses in this certificate that address this outcome POFT 2301
	Assessment Measure for this Outcome Timed Writings using the PAC/ACT timed writing scale
	Achievement Target for this Measure 70% of students make a score of 70 or better on POFT 2301 Intermediate Keyboarding timings.
	Findings Eleven out of twelve students scored a 70 or better on three timed writings.
	Related Action Plans Change the number of contact hours for the course. Re-evaluate the competencies to make sure that they are teaching what is needed in the industry. Focus on quality of work rather than quantity.
#2	Administrative Computer Technology: Secretarial Assistant Level I AAS Certificate Student Learning Outcome Demonstrate amicable and productive teamwork abilities.
	POFT 1313
	Assessment Measure for this Outcome Homework and group assignments in POFT 1313 Professional Workforce Course.
	Achievement Target for this Measure 70% of students make a score of 70 or better on the POFT 1313 Professional Workforce final.
	Findings Seven out of eight students earned a score of 70 or better.
	Related Action Plans Reduce the times that the course is offered during the year, place it on the rotation basis. Offer the course in person only to foster teamwork and to monitor the students' performance.
#3	Administrative Computer Technology: Secretarial Assistant Level I AAS Certificate Student Learning Outcome Demonstrate efficient and effective office procedures and practices.



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	Courses in this certificate that address this outcome POFT 1309
	Assessment Measure for this Outcome Assignments and Exams in the POFT 1309 Office Procedures course.
	Achievement Target for this Measure 70% of students make a score of C or better in the POFT 1309 Office Procedures final.
	Findings Eleven out of thirteen students scored a 70 or higher on the final.
	Related Action Plans Re-evaluate the assignments to make sure that they are geared to quality of performance. Teach the courses in person rather than online so that the students are taught in a more effective manner.