



ALAMO
COLLEGES

PALO ALTO COLLEGE

Administrative Computer Technology: Secretarial Assistant Level I AAS Certificate 2010- 2011

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 the students make a "C" or higher in the final exam for POFT 2301 Intermediate Keyboarding timings.
	90% of the students made a "C" or higher in the final exam for POFT 2301 Intermediate Keyboarding timings.
	Related Action Plans Re-evaluate the competencies to make more relevant to current industry standards.
#2	Administrative Computer Technology: Secretarial Assistant Level I AAS Certificate Student Learning Outcome Demonstrate 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 the students make a "C" or higher in the final exam for POFT 1313 Professional Workforce.
	90% of the students made a "C" or higher in the final exam for POFT 1313 Professional Workforce.
	Related Action Plans Place the course on a rotation basis. Offer the course in a blended 4 week format to provide more concentrated delivery of course material and to better 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.
	Courses in this certificate that address this outcome POFT 1309



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	Assessment Measure for this Outcome Assignments and Exams in the POFT 1309 Office Procedures course.
	Achievement Target for this Measure 70% of the students make a "C" or higher in the final exam for POFT 1309 Office Procedures.
	65% of the students made a "C" or higher in the final exam for POFT 1309 Office Procedures primarily because of the large number of students that failed to take the final exam.
	Related Action Plans Re-evaluate the assignments to make sure that they are geared to quality of performance.