Administrative Computer Technology: Skills Upscore Level I AAS Certificate

Career and Technical Education Degrees and Certificates

#1	Administrative Computer Technology: Skills Upscore 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 2303
	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 in POFT 2303 Speed and Accuracy Development final timed writings.
	Findings Due to Banner transitioning data not available from the last time that the course was taught.
	Related Action Plans This course is now used in place of the POFT 2333 Advanced Keyboarding course. Focus is placed on improvement rather than a specific-words-per-minute goal. Constant monitoring of the students work is necessary in this course to foster improvement by the student.
#2	Administrative Computer Technology: Skills Upscore Level I AAS Certificate Student Learning Outcome Demonstrate computer and software competency.
	Courses in this certificate that address this outcome POFI 1301
	Assessment Measure for this Outcome Assignments in the POFI 1301 Computer Applications course.
	Achievement Target for this Measure 70% of students make a score of 70 or better in the POFI 1301 Computer Applications final.
	Findings Due to Banner transitioning data not available from the last time that the course was taught.
	Related Action Plans Upscored software package. Changed delivery system from open entry/open exit to a more traditional delivery of the course. Evaluated the faculty and rotated who teaches what.

#3	Administrative Computer Technology: Skills Upscore Level I AAS Certificate Student Learning Outcome Demonstrate oral and written business communication skills.
	Courses in this certificate that address this outcome POFT 2312
	Assessment Measure for this Outcome Oral and written assignments for the POFT 2312 Business Correspondence and Communications course.
	Achievement Target for this Measure 70% of students make a score in the course of 70 or better on the POFT 2312 Business Correspondence and Communications final.
	Findings Seven out of nine students who took the course (in spring 2009) earned a "C" or better on the final exam.
	Related Action Plans Don't offer this course exclusively online. As we changed the delivery, the productive score rate fell. Offer the course in the traditional classroom setting for better comprehension by the students. Offer the course on a rotating semester basis for larger class sizes and better interaction among the students.