



ALAMO
COLLEGES

PALO ALTO COLLEGE

Administrative Computer Technology: Data Entry Clerk Local AAS Certificate

Career and Technical Education Degrees and Certificates

#1	Administrative Computer Technology: Data Entry Clerk Local AAS Certificate Student Learning Outcome Demonstrate Keyboarding Proficiency by mastering the required words per minute
	Courses in this certificate that address this outcome POFT 1329
	Assessment Measure for this Outcome Timed Writings using the PAC/ACT timed writing scale
	Achievement Target for this Measure 70% of students pass 3 timed writings POFT 1329 Beginning Keyboarding.
	Findings Eighteen out of eighteen students scored a 70 or higher on their three timed writings.
	Related Action Plans Reorganized the course to add an additional contact hour so that students have more time with the instructor. Reduced the amount of work so that students can focus on the quality of the assignment rather than rush to get the quantity of assignments completed and allow for more practice on timed writings.
#2	Administrative Computer Technology: Data Entry Clerk Local AAS Certificate Student Learning Outcome Demonstrate accurate and effective use of spreadsheet software.
	Courses in this certificate that address this outcome ITSW 1304/POFI 1349
	Assessment Measure for this Outcome Assignments and exams in ITSW 1304/POFI 1349 Spreadsheets course.
	Achievement Target for this Measure 70% of students make a score of 70 or better in the ITSW 1304/POFI 1349 Spreadsheets final.
	Findings Due to Banner transitioning data not available from the last time that the course was taught.
	Related Action Plans Reorganized the course to add an additional contact hour so that students have more time with the instructor. Reduced the amount of work so that students can focus on the quality of the assignment rather than rush to get the quantity of assignments completed and allow for more practice on timed writings.