

PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed: ADMINISTRATIVE ASSISTANT I

Title: Administrative Assistant I
 Division: BCT Department: BOS Code: CTADA

Type of Award: A.A. A.S. A.A.S.
 Cert. Adv. Cert. Post-Assoc. Cert. Cert. of Completion

Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Describe population to be assessed	Number of students to be assessed
Perform basic office administrative skills, apply grammar and punctuation rules, and create and format business documents.	Departmental exam	Winter 2010 and every three years thereafter.	All students enrolled in the CTADA program.	All students completing the CTADA program.

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Students in BOS 257 who are enrolled in the CTADA program will take the departmental exam. The exam will be scored using the attached rubric.

2. Indicate the standard of success to be used for this assessment.

Eighty percent of the students enrolled in the CTADA program must achieve a proficiency level of 3 (no less than 70%) on a departmental exam testing the following outcomes: basic office administrative skills; proofreading, punctuation, and grammar skills; and creating and formatting business documents.

3. Indicate who will score and analyze the data (data must be blind-scored).

Data will be blind-scored by BOS faculty including persons other than the person who teaches the course.

4. Explain the process for using assessment data to improve the program.

Review the exam results for students falling below the 70% achievement rate and plan course improvements accordingly.

Submitted by:

Name: Lynn M. Allison Date: September 18, 2008
 Print/Signature Lynn M. Allison
 Dept. Chair: Lynn M. Allison Date: September 18, 2008
 Print/Signature Lynn M. Allison
 Dean: Rosemary Wilson Date: 9/29/08
 Print/Signature Rosemary Wilson

Please return completed form to the Office of Curriculum & Assessment, SC 247.