

North Florida Community College

Assessment Report

Departmental Instructional Unit: Administrative Assistant

Ms. Cathy Simcox

Assessment Period Covered: 2005-2006

Section 1	Section 2	Section 3
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*Intended Instructional Unit Outcomes
(learning objectives):*

Assessment of Outcomes

Use of Results: Explain use of the assessment results to improve instructional unit (curriculum changes, delivery methods, etc.)

4.)	Form new intern partnerships with community businesses to provide "job shadowing" experiences for students.	Means of assessment and criteria for success:	Talk with and gain 3 new employers willing to provide internship opportunities.	No new employers added.
		Results of assessment activities:	Number of new employers providing internship training.	
5.)	Work with Workforce personnel to promote program to area displaced workers.	Means of assessment and criteria for success:	Promote program to Workforce personnel to assist in enrolling 3 students in program.	7 students enrolled and completed program.
		Results of assessment activities:	Number of Workforce students enrolled in program.	
6.)	Provide access to vocational counselor for potential and current students.	Means of assessment and criteria for success:	Advise 100% of students to speak with Vocational Counselor prior to entering the program.	All students met with Vocational Counselor each semester.
		Results of assessment activities:	Number of students advised by Vocational Counselor.	
7.)	Provide opportunity for students to "Dress for Success" learning opportunity.	Means of assessment and criteria for success:	Provide transportation and at least one opportunity for students to meet with representative of JCPenney to learn about "Dressing for Success" in the workplace.	1 trip taken in Fall.
		Results of assessment activities:	Number of trips taken to JCPenney	

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