

Program Scorecard 2017-18

Executive Assistant 10-106-6

Student Demographics	2017-18		2016-17		2015-16	
	Number	Percent	Number	Percent	Number	Percent
Full-Time	37	49%	61	54%	36	39%
Part-Time	39	51%	52	46%	56	61%
Disabilities	7	9%	8	7%	5	5%
Minorities	9	12%	12	11%	8	9%
Financial Aid	58	76%	96	85%	67	73%
Male	0	0%	1	1%	4	4%
Female	76	100%	112	99%	88	96%
Mean Age	33		34		33	
Median Age	31		32		30	
Mode Age	32		31		21	
Bias per WTCS (NTO)	Male		Male		Male	
Total Program Students	76		113		92	
Total Pre-Program Students	0		0		0	

NOTE: Demographics include program students only, with the exception of financial aid

Student Interest	2017-18	2016-17	2015-16	2014-15	2013-14
New Accepted Students	36	64	51	49	52
Capacity	77	77	63	100	100
Percent Capacity	47%	83%	81%	49%	52%
FTEs	58	80.2	60.2	70.1	97.2
Fall/Spring Waitlist	0	0	0	0	0

Graduate Placement	2017-18	2016-17	2015-16	2014-15	2013-14
Graduates	19	22	22	35	27
Employed in Related Field	NA	88%	92%	82%	80%
Seeking Employment	NA	0%	0%	11%	15%
Continuing Education	NA	6%	13%	0%	0%
Survey Response Rate	NA	77%	68%	83%	78%

Wages & Openings	2016-17
CVTC Graduate Average Hourly Wage	\$16.01
CVTC Graduate Average Yearly Wage	\$32,543
Regional Entry Level Yearly Wage	\$30,784
Regional Job Openings	240

CVTC Key Performance Indicator Goals		
	Goal	Actual
Graduation within 3 years	70%	43%
Job Related Placement	90%	88%
FTEs	4,132	4,287

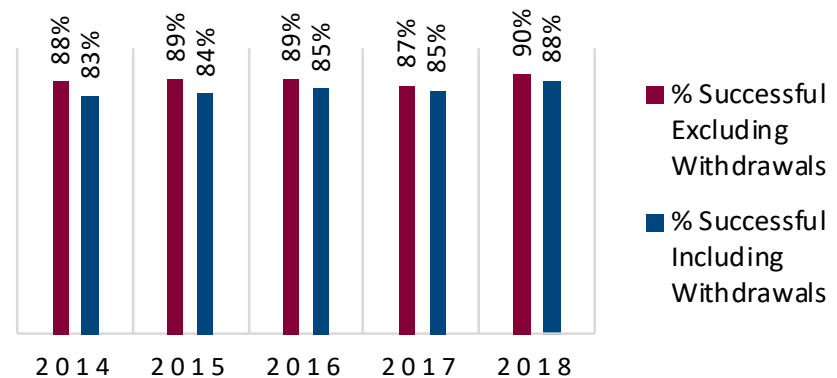
Graduation Rates	Cohort Year					Program Target	WTCS
	2015-16	2014-15	2013-14	2012-13	2011-12		
Graduation within 3 Years	33%	33%	41%	36%	25%	44%	22%
Graduation within 4 Years	NA	40%	41%	42%	29%	48%	27%

Retention Rates	Academic Year					Program Target
	Fall 2017 to Fall 2018	Fall 2016 to Fall 2017	Fall 2015 to Fall 2016	Fall 2014 to Fall 2015	Fall 2013 to Fall 2014	
Fall-to-Fall Retention	66%	59%	70%	56%	60%	72%
Core Courses	2017-18	2016-17	2015-16	2014-15	2013-14	
Course Success Rate	88%	87%	87%	87%	87%	97%
Withdraw Rate	1%	2%	4%	3%	4%	NA
General Education Courses	2017-18	2016-17	2015-16	2014-15	2013-14	
Course Success Rate	83%	76%	84%	83%	83%	92%
Withdraw Rate	7%	5%	8%	4%	6%	NA

Technical Skills Attainment	2017-18	2016-17	2015-16	2014-15	2013-14
Met	10	7	0	0	0
Not Met	3	4	0	0	0
Not Assessed	2	11	8	0	0

Student Surveys	2017-18	2016-17	2015-16	2014-15	CVTC
SSI- Instructional Effectiveness by Program (scale of 1 to 7)		6.26		6	6.2
CCSSE- Active & Collaborative Learning by Cluster (scale of 1 to 4)	2.45		2.47		2.36

COURSE SUCCESS



CVTC Course Success Goal: 90%

CAREER CLUSTER

Business, Management, & Administration

Executive Assistant (10-106-6)

2017-18 Course Success

Embedded Programs	Course Enrollments					
	Successful	Unsuccessful	Withdraws	Grand Total	% Successful Excluding Withdraws	% Successful Including Withdraws
Office Receptionist (30-106-3)	108	6	0	114	95%	95%
Office Assistant (31-106-1)	336	52	9	397	87%	85%

Delivery Method	Successful	Unsuccessful	Withdraws	Grand Total	% Successful Excluding Withdraws	% Successful Including Withdraws
Internship	35	0	0	35	100%	100%
Supplemental Instruction	1	0	0	1	100%	100%
Face-to-face	13	0	1	14	100%	93%
MyChoice	721	81	14	816	90%	88%
Online	130	18	12	160	88%	81%
Blended	14	3	1	18	82%	78%
Grand Total	914	102	28	1044	90%	88%

Course & Delivery Method	Successful	Unsuccessful	Withdraws	Grand Total	% Successful Excluding Withdraws	% Successful Including Withdraws
Multiple delivery methods						
101-105 Accounting, Intro to	8	0	2	10	100%	80%
MyChoice	7	0	2	9	100%	78%
Supplemental Instruction	1	0	0	1	100%	100%
101-121 Payroll Accounting	21	2	1	24	91%	88%
Face-to-face	2	0	0	2	100%	100%
MyChoice	17	1	1	19	94%	89%
Online	2	1	0	3	67%	67%

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2017-18 Course Success

Course & Delivery Method	Successful	Unsuccessful	Withdraws	Grand Total	% Successful Excluding Withdraws	% Successful Including Withdraws
102-112 Principles of Management	18	1	2	21	95%	86%
Blended	6	1	0	7	86%	86%
Online	12	0	2	14	100%	86%
103-102 Microsoft Office Suite	20	4	1	25	83%	80%
MyChoice	19	3	1	23	86%	83%
Online	1	1	0	2	50%	50%
116-193 Human Resources, Intro	22	0	2	24	100%	92%
Blended	3	0	0	3	100%	100%
Online	19	0	2	21	100%	90%
501-101 Medical Terminology	9	0	1	10	100%	90%
Blended	2	0	1	3	100%	67%
Online	7	0	0	7	100%	100%
801-136 English Composition 1	10	2	1	13	83%	77%
Blended	1	0	0	1	100%	100%
Face-to-face	1	0	0	1	100%	100%
Online	8	2	1	11	80%	73%
801-196 Oral/Interpersonal Comm	14	2	3	19	88%	74%
Blended	1	1	0	2	50%	50%
Face-to-face	1	0	1	2	100%	50%
Online	12	1	2	15	92%	80%
801-197 Technical Reporting	14	1	0	15	93%	93%
Face-to-face	1	0	0	1	100%	100%
Online	13	1	0	14	93%	93%
804-134 Mathematical Reasoning	8	3	2	13	73%	62%
Blended	1	1	0	2	50%	50%
Face-to-face	2	0	0	2	100%	100%
Online	5	2	2	9	71%	56%
809-122 Intro to Amer Government	12	2	0	14	86%	86%
Face-to-face	2	0	0	2	100%	100%
Online	10	2	0	12	83%	83%

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2017-18 Course Success

Course & Delivery Method	Successful	Unsuccessful	Withdraws	Grand Total	% Successful Excluding Withdraws	% Successful Including Withdraws
809-198 Intro to Psychology	11	2	1	14	85%	79%
Face-to-face	3	0	0	3	100%	100%
Online	8	2	1	11	80%	73%
809-199 Psychology of Human Relations	2	0	1	3	100%	67%
Face-to-face	1	0	0	1	100%	100%
Online	1	0	1	2	100%	50%
MyChoice						
101-149 Intro to QuickBooks	6	0	1	7	100%	86%
106-100 Web Technologies 1	27	2	0	29	93%	93%
106-102 Web Technologies 2	24	3	0	27	89%	89%
106-107 Publications	30	1	0	31	97%	97%
106-110 Bus Support Prof Practice 1	21	1	3	25	95%	84%
106-111 Bus Support Prof Practice 2	20	5	0	25	80%	80%
106-112 Bus Support Prof Practice 3	19	2	0	21	90%	90%
106-113 Customer Service 1	24	3	1	28	89%	86%
106-114 Customer Service 2	25	2	0	27	93%	93%
106-115 Customer Service 3	30	1	0	31	97%	97%
106-116 Database	24	6	1	31	80%	77%
106-118 Computer Basics 1	23	0	0	23	100%	100%
106-121 Computer Basics 2	24	1	1	26	96%	92%
106-122 Document Processing	21	4	0	25	84%	84%
106-124 Spreadsheets 1	28	2	0	30	93%	93%
106-125 Spreadsheets 2	27	2	0	29	93%	93%
106-128 Business Words at Work 1	28	2	0	30	93%	93%
106-129 Business Words at Work 2	26	4	0	30	87%	87%
106-130 Business Words at Work 3	27	4	0	31	87%	87%
106-133 Project Planning	22	4	1	27	85%	81%
106-150 Office Procedures 1	12	1	0	13	92%	92%
106-152 Job Search-Bus Support Prof 1	26	2	0	28	93%	93%
106-155 Job Search-Bus Support Prof 2	14	7	0	21	67%	67%

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Course & Delivery Method	Successful	Unsuccessful	Withdraws	Grand Total	% Successful Excluding Withdraws	% Successful Including Withdraws
106-156 Records Management	17	6	0	23	74%	74%
106-158 Meeting & Event Planning	20	1	0	21	95%	95%
106-160 Office Procedures 2	24	3	0	27	89%	89%
106-165 Office Equipment	14	2	1	17	88%	82%
106-167 Office Procedures 3	17	2	0	19	89%	89%
106-169 Applied Software	21	1	0	22	95%	95%
106-172 Microsoft Outlook	23	1	0	24	96%	96%
509-130 Medical Office Procedures	14	2	1	17	88%	82%
Internship						
106-135 Bus Support Prof. Internship 1	20	0	0	20	100%	100%
106-168 Bus Support Prof Internship 2	15	0	0	15	100%	100%
Online						
106-162 Legal Terminology	11	1	0	12	92%	92%
106-182 Legal Computing	7	0	0	7	100%	100%
530-103 Medical Insurance & Billing	13	3	1	17	81%	76%
804-189 Introductory Statistics	1	2	0	3	33%	33%
Grand Total	914	102	28	1044	90%	88%