

Assessment: Program Assessment Plan



Program (CT) - AAS- Office Technology Emphasis

Unit Mission: The mission is student success and the Computer Technologies Department is committed to addressing the disparate and constantly changing needs of students throughout rural Nevada who are preparing for technology-driven careers by improving methods, techniques, and content for delivering high-quality educational experiences.

Outcome: Utilize appropriate computer technology and software

Utilize appropriate computer technology and software (word processor, spreadsheet, and databases).

Outcome Status: Active

Assessment Year: 2015-2016

Start Date: 05/09/2016

Assessment Measures

Assignment - Project - Project in IS 101- Information System – General Education Class (Active)

Criterion: 80% of students will earn 70% for their Project 1

Outcome: Identify ethical issues in business situations

Identify ethical issues in business situations.

Outcome Status: Active

Assessment Year: 2016-2017

Start Date: 12/05/2016

Assessment Measures

Assignment - Project - The final project paper will be used to measure this outcome. (Active)

Criterion: 80% of students will earn 70% for their Final Project

Outcome: Manage business information using appropriate software

Manage business information using appropriate software to prepare documents.

Outcome Status: Active

Assessment Year: 2017-2018

Start Date: 05/08/2017

Assessment Measures

Assignment - Project - COT 241 – Assignments throughout the semester. (Active)

Criterion: 80% of students will earn 70% for their assignments throughout the semester.

Program (CT) - AAS- Office Technology Emphasis

Outcome: Support management in office administration

Support management in office administration

Outcome Status: Active

Assessment Year: 2018-2019

Start Date: 12/03/2018

Assessment Measures

Assignment - Project - IS 201 – Final project integrating MS Word, Excel, PowerPoint and Access. (Active)

Criterion: 80% of students will earn 70% for their final project.

Outcome: Use effective business communication skills

Use effective business communication skills.

Outcome Status: Active

Assessment Year: 2019-2020

Start Date: 05/06/2019

Assessment Measures

Assignment - Project - Final Projects in CIT 151 will be used to measure this outcome. (Active)

Criterion: 80% of students will earn 70% for their final project.
