



Course Assessment Report - 4 Column

Great Basin College

Courses (CT) - Comp Office Tech

Course Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
<p>Courses (CT) - Comp Office Tech - COT 241 - Medical Office Procedures - Read, understand and prepare standard types of business documents - Read, understand and prepare standard types of business documents utilized in a medical environment (Created By Courses (CT) - Comp Office Tech)</p> <p>Next Assessment: 2017-2018</p> <p>Start Date: 06/23/2014</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: Turn in completed documents, workbooks solving medical office oriented problems. Take hands-on subject tests. Participate in class/online discussions</p> <p>Assessment Measure Category: Discussion</p> <p>Criterion: Overall Score 88%</p>	<p>11/13/2014 - Student that completed the assignments and watched the video did excellent work in the class</p> <p>Criterion Met: Yes</p> <p>Reporting Period: 2013-2014</p>	<p>11/13/2014 - Create more videos to explain what is expected.</p>
<p>Courses (CT) - Comp Office Tech - COT 241 - Medical Office Procedures - Possess appropriate technological skills - Possess appropriate technological skills including: operating systems, word processing (including keyboarding), spreadsheets, database management and the Internet as a research tool in a medical environment (Created By Courses (CT) - Comp Office Tech)</p> <p>Next Assessment: 2017-2018</p> <p>Start Date: 06/23/2014</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: Turn in completed documents, workbooks solving medical office oriented problems. Take hands-on subject tests. Participate in class/online discussions</p> <p>Assessment Measure Category: Discussion</p> <p>Criterion: Overall Score 88%</p>	<p>11/13/2014 - Student that completed the assignments did excellent work in this area.</p> <p>Criterion Met: Yes</p> <p>Reporting Period: 2013-2014</p>	<p>11/13/2014 - Create more videos to explain how the technology should work. More examples of completed assignments</p>
<p>Courses (CT) - Comp Office Tech - COT 241 - Medical Office Procedures - Use appropriate office procedures - Use appropriate office procedures as related to records information management, telephone communications, and mail management (Created By Courses (CT) - Comp Office Tech)</p> <p>Next Assessment: 2017-2018</p> <p>Start Date: 06/23/2014</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: Turn in completed documents, workbooks solving medical office oriented problems. Take hands-on subject tests. Participate in class/online discussions</p> <p>Assessment Measure Category: Discussion</p> <p>Criterion: Overall Score 88%</p>	<p>11/13/2014 - Student that completed the assignments and did excellent work in the class</p> <p>Criterion Met: Yes</p> <p>Reporting Period: 2013-2014</p>	<p>11/13/2014 - Create more videos to explain what is expected.</p>
<p>Courses (CT) - Comp Office Tech - COT 241 - Medical Office Procedures - Reports using computer technology and applying appropriate editing and language skills - Produce accurate</p>	<p>Assessment Measure: Turn in completed documents, workbooks solving medical office oriented problems. Take hands-on subject tests.</p>	<p>11/13/2014 - Student said they didn't like the assignments and that is why the overall scores are low.</p> <p>Criterion Met: Yes</p>	<p>11/13/2014 - Explain to students about other areas in the medical field and how to look up online information.</p>

Course Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
<p>medical transcripts and reports using computer technology and applying appropriate editing and language skills (Created By Courses (CT) - Comp Office Tech)</p> <p>Next Assessment: 2017-2018</p> <p>Start Date: 06/23/2014</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure Category: Assignment - Project</p> <p>Criterion: Overall Score 85%</p>	<p>Reporting Period: 2013-2014</p>	
<p>Courses (CT) - Comp Office Tech - COT 241 - Medical Office Procedures - Understand and perform office accounting and record keeping functions - Understand and perform office accounting and record keeping functions as related to a service business, including computerized applications (Created By Courses (CT) - Comp Office Tech)</p> <p>Next Assessment: 2017-2018</p> <p>Start Date: 06/23/2014</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: Turn in completed documents, workbooks solving medical office oriented problems. Participate in class/online discussions</p> <p>Assessment Measure Category: Discussion</p> <p>Criterion: Overall Score 88%</p>	<p>11/13/2014 - Student that completed the assignments and did excellent work in the class</p> <p>Criterion Met: Yes</p> <p>Reporting Period: 2013-2014</p>	<p>11/13/2014 - Have students do more research in medical fields and jobs that are available.</p>
<p>Courses (CT) - Comp Office Tech - COT 241 - Medical Office Procedures - Demonstrate effective interpersonal skills in a business environment - Demonstrate effective interpersonal skills in a business environment in order to complete individual or team projects (Created By Courses (CT) - Comp Office Tech)</p> <p>Next Assessment: 2017-2018</p> <p>Start Date: 06/23/2014</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: Turn in completed documents, workbooks solving medical office oriented problems. Take hands-on subject tests. Participate in class/online discussions</p> <p>Assessment Measure Category: Discussion</p> <p>Criterion: Overall Score 89%</p>	<p>11/13/2014 - Student that completed the individual project did good a good job.. There were five parts to the individual projects and for some reason a couple of students only turned in three of the five parts.</p> <p>Criterion Met: Yes</p> <p>Reporting Period: 2013-2014</p>	<p>11/13/2014 - Create more videos to demonstrate the assignments.</p>