

Assessment: Annual Report



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.

<i>Outcomes</i>	<i>Assessment Measures</i>	<i>Results</i>	<i>Actions</i>
<p>Utilize appropriate computer technology and software - Utilize appropriate computer technology and software (word processor, spreadsheet, and databases). Outcome Status: Active Frequency of Assessment: 2015-2016 Start Date: 05/09/2016</p>	<p>Assignment - Project - Final Projects Discussions Weekly Assignments Quizzes Criterion: Check content of classes to make sure outcome is covered.</p>	<p>Reporting Period: 2015-2016 Criterion Met: Yes Assessment result were positive (06/15/2016)</p>	<p>Action: Work closely with advisees to make sure they are on the right track for graduation. Direct students to classes that they will succeed in. Look to the future and make students are getting current technology and business practices. (06/15/2016)</p>
<p>Identify ethical issues in business situations - Identify ethical issues in business situations. Outcome Status: Active Frequency of Assessment: 2016-2017 Start Date: 12/05/2016</p>	<p>Assignment - Project - Final Projects Discussions Weekly Assignments Quizzes Criterion: Check content of classes to make sure outcome is covered.</p>	<p>Reporting Period: 2015-2016 Criterion Met: Yes Assessment result were positive (06/15/2016)</p>	<p>Action: Work closely with advisees to make sure they are on the right track for graduation. Direct students to classes that they will succeed in. Look to the future and make students are getting current technology and business practices. (06/15/2016)</p>
<p>Manage business information using appropriate software - Manage business information using appropriate software to prepare documents. Outcome Status: Active Frequency of Assessment: 2017-2018 Start Date: 05/08/2017</p>	<p>Assignment - Project - Final Projects Discussions Weekly Assignments Quizzes Criterion: Check content of classes to make sure outcome is covered.</p>	<p>Reporting Period: 2015-2016 Criterion Met: Yes Assessment result were positive (06/15/2016)</p>	<p>Action: Action and Follow-up: Work closely with advisees to make sure they are on the right track for graduation. Direct students to classes that they will succeed in. Look to the future and make students are getting current</p>

Outcomes	Assessment Measures	Results	Actions
<p>Support management in office administration - Support management in office administration Outcome Status: Active Frequency of Assessment: 2018-2019 Start Date: 12/03/2018</p>	<p>Assignment - Project - Final Projects Discussions Weekly Assignments Quizzes Criterion: Check content of classes to make sure outcome is covered.</p>	<p>Reporting Period: 2015-2016 Criterion Met: Yes Assessment result were positive (06/15/2016)</p>	<p>technology and business practices. (06/15/2016)</p> <p>Action: Work closely with advisees to make sure they are on the right track for graduation. Direct students to classes that they will succeed in. Look to the future and make students are getting current technology and business practices. (06/15/2016)</p>
<p>Use effective business communication skills - Use effective business communication skills. Outcome Status: Active Frequency of Assessment: 2019-2020 Start Date: 05/06/2019</p>	<p>Assignment - Project - Final Projects Discussions Weekly Assignments Quizzes Criterion: Check content of classes to make sure outcome is covered.</p>	<p>Reporting Period: 2015-2016 Criterion Met: Yes Assessment result were positive (06/15/2016)</p>	<p>Action: Work closely with advisees to make sure they are on the right track for graduation. Direct students to classes that they will succeed in. Look to the future and make students are getting current technology and business practices. (06/15/2016)</p>