

# Assessment: Assessment Plan



## Program (CT) - Office Technology Emphasis CRT

**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

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 - Written** - COT 241 – Assignments throughout the semester. (Active)

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

### Outcome: Use effective business communication skills.

# Program (CT) - Office Technology Emphasis CRT

---

Use effective business communication skills.

**Outcome Status:** Active

**Assessment Year:** 2018-2019

**Start Date:** 05/04/2020

## *Assessment Measures*

<b>Assignment - Project</b> - This assessment will be completed at the end of the Spring 2020 semester. (Active)
--

<b>Criterion:</b> Final Projects in CIT 151 will be used to measure this outcome.
---