PROGRAM ASSESSMENT PLANNING FORM

Program to be assessed: ADMINISTRATIVE ASSISTANT TECHNOLOGY

Title: Administrative Assistant Technology
Division: BCT   Department: BOS   Code: APAATD

Type of Award: ☐ A.A.   ☐ A.S   ☒ A.A.S.
                   ☐ Cert.   ☐ Adv. Cert.   ☐ Post-Assoc. Cert.   ☐ Cert. of Completion

Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Describe population to be assessed	Number of students to be assessed
Perform office administrative skills, apply grammar and punctuation rules.	Departmental exam	Winter 2010 and every three years thereafter.	All students enrolled in BOS 257.	All students completing the APAATD program.
Medical Admin. Assistant Option Perform medical office administrative skills including 1)document formatting 2) coding and billing 3)scheduling and 4)transcribing	Portfolio	Winter 2010 and every three years thereafter.	All students enrolled in BOS 223.	All students completing the APAATD program.
Admin. Assistant Option Create and format expert-level documents or files using word processing, spreadsheet, database, presentation, scheduling, and desktop publishing software.	Portfolio	Winter 2010 and every three years thereafter.	All students enrolled in BOS 250.	All students completing the APAATD program.

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

   a) Portfolios will be collected from students in BOS 223 who are enrolled in the Medical Administrative Assistant Option of the APAATD program. Content of the portfolios will include artifacts that indicate performance in medical office skills, document formatting (business letter), coding and billing (complete CMS 1500 claim form) scheduling (complete appointment calendar), and transcription (transcribe a medical report). These items will be evaluated and scored for achievement of each outcome on the attached rubric.

   b) Portfolios will be collected from students in BOS 250 who are enrolled in the Administrative Assistant Option of the APAATD program. Content of the portfolios will include artifacts that indicate performance in creating and formatting expert-level documents/files using word processing, spreadsheet, database, presentation, scheduling, and desktop publishing software and retrieving Internet data. These items will be evaluated and scored for achievement of each outcome on the attached rubric.

   c) Students in BOS 257 who are enrolled in the APAATD program will take the departmental exam. The completed exams will be evaluated and scored for achievement of the outcomes stated on the attached rubric.

2. Indicate the standard of success to be used for this assessment.

   Eighty percent of the students enrolled in the APAATD program must achieve a proficiency level of 3 (no less than 70%) in each category: basic medical office skill, document formatting, coding and billing, scheduling, and transcription.

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3. Indicate who will score and analyze the data (data must be blind-scored).

   Data will be blind-scored by BOS faculty including persons other than the person who teaches the course.

4. Explain the process for using assessment data to improve the program.

   Review the data collected for students who fall below the 70% achievement rate and plan course improvements accordingly.

Submitted by:

Name:_____ Date:_____October 3, 2008
      Print/Signature Lynn M. Allison

Dept. Chair:_____ Date:_____October 3, 2008
      Print/Signature Lynn M. Allison

Dean:_____ Date:__10/8/08
      Print/Signature Rosemary Wilk

Please return completed form to the Office of Curriculum & Assessment, SC 247.

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