

# Course Assessment – Part A: Your Plan

#293

Your Email \*

Please select your course & name from the drop-down menu. Contact Instructional Services if your course or name are incorrect or missing

MA 132 Medical Office Assistant 3 – 1092571 – Mimi Pentz – Spring 2018

Part A: Your Plan  
[Directions](#)

Recognize and respond to verbal and non-verbal communications.

1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey):

Outcome #1 \*

Outcome #2 \*

Increase sick and well-patient awareness of community resources.

Outcome #3 \*

Appreciate the role of the professional organization in defining ethics and providing education opportunities.

Have you completed an assessment for this course prior to this term?

No

If yes, are you assessing different outcomes?

Yes

Comments:

previous assessments done by previous coordinator

2. To which degree(s) or certificate(s) does your course map?

[Degree, Certificate, & Program Outcomes](#)

- Medical Assisting Certificate

Method of Assessment

Deaf and Hearing Impaired Quiz and class participation

3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)

Outcome #1: Method to assess student understanding \*

Outcome #2: Method to assess student understanding \*

Community Resource Presentations

Outcome #3: Method to assess student understanding \*

Students will join AAMA and participation for that AAMA discussion class

4. How will you know if you were successful in your efforts to teach this outcome?

85% of students will get 90% or higher on Deaf and Hearing Impaired Quiz, and 90% will get 80% participation for that days class

Outcome #1: \*

Outcome #2: How will you know if you were successful in your efforts to teach this

90% of students will get 85% or higher on their Community Resource Presentation

outcome? \*

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Outcome #3: How will you know if you were successful in your efforts to teach this outcome? \*

100% of students will join AAMA. 90% will get 80% participation for that days class

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5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.  
Question #1

Did you find writing in thee journal helpful in remembering course content

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Question #2

Would a book or more tangible materials improve your use of class information in the future

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Do you require the names of students who complete the course evaluation survey?  
(Please note: names will be sent to instructors the Thursday before term ends)

NO

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Reminder, when completing Part B, instructors will be asked the following questions:

1. Describe anything you did to support the institutional effort to support students in improving "Sources and Evidence" and/or "Organization and Presentation" for the CLO Communication
2. Describe anything you did to support the institutional effort to support students in improving "Student Position" and/or "Evaluate Potential Solutions" for the CLO Critical Thinking/Problem Solving

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