

# Course Assessment – Part A: Your Plan

#320

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 112 – Medical Office Assistant I – 1092995 – Mimi Pentz – Fall 2018

Part A: Your Plan  
[Directions](#)

Participate in a professional organization which defines ethics and provides education opportunities.

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 \*

Use goal setting in both the personal and professional setting.

Outcome #3 \*

Apply professionalism in the delivery of health care

Have you completed an assessment for this course prior to this term? No

If yes, are you assessing different outcomes? Yes

Comments:

2. To which degree(s) or certificate(s) does your course map?  
[Degree, Certificate, & Program Outcomes](#)

- Medical Assisting Certificate

Method of Assessment attend an AAMA chapter meeting

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 \*

Students will demonstrate in weekly graded journals

Outcome #3: Method to assess student understanding \*

Students will demonstrate in weekly graded journals

4. How will you know if you were successful in your efforts to teach this outcome? by the end of term 80% of students will have attended

Outcome #1: \*

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? \* 100% will pass

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? \* 100% will pass

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.  
Question #1 Would a standard textbook/work improve your understanding of the material?

Question #2 Did the class time seem sufficient

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

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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