

Course Assessment – Part A: Your Plan

#321

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 117 – Medical Office Administrative Procedures – 1092996 – Mimi Pentz – Fall 2018

Part A: Your Plan
[Directions](#)

Perform procedures that are necessary to quickly check patients into the medical office emphasizing appointments, insurance verification and payment processing.

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 *

Compose and respond to written communication from businesses and patients.

Outcome #3 *

Perform the procedures for screening incoming telephone calls and taking messages.

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

If yes, are you assessing different outcomes? Yes

Comments:

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

- Medical Assisting Certificate

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

Method of Assessment

Ch 42 homework

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 *

Ch 44 Written Communication homework

Outcome #3: Method to assess student understanding *

Ch 41 taking messages homework

4. How will you know if you were successful in your efforts to teach this outcome? 80% of students will receive a passing grade

Outcome #1: *

Outcome #2: How will you know if you were 80% of students will receive a passing grade

successful in your efforts to teach this outcome? *

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? * 80% of students will receive a passing grade

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.
Question #1 What do you feel was the largest barrier to passing this class?

Question #2 Were handout assignments useful or would doing it straight from the workbook have been easier?

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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