

**ASSESSMENT CYCLE PLAN
CENTRAL NEW MEXICO COMMUNITY COLLEGE**

Choose **ONE** of the following **3** areas for this assessment plan and insert the name of the general education area, certificate, degree or discipline on the appropriate line:

General Education Area (see definitions, indicate area on appropriate line)

AA/AS _____
AAS _____

Program (note program name on appropriate line)

Certificate Medical Office Transcription
AAS _____
AA _____
AS _____

Discipline Area

(see definitions) _____

- 1 Provide a list of student learning outcomes for this area or program (you may add more lines if necessary by right clicking and choosing insert row below):**

1	Keyboard at 45 wpm or higher with 5 or fewer errors.
2	Produce medical reports, forms, and other medical documents utilizing transcription skills.
3	
4	
5	
6	
7	
8	
9	
10	

2 Prepare the Preliminary Assessment Cycle for the above student learning outcomes and complete the following chart

Outcome #	When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	Fall 11-Spring 13	OTEC 1193	Average of three timings, Direct/Internal
2	Fall 11-Spring 13	OTEC 2270	Project, Direct/Internal
3			
4			
5			
6			
7			
8			
9			
10			