

Bergen Community College
Assessment Report for 2008-2010

Department/Program: Medical Office Assistant Program

Department Leader: Steven W. Toth

Liaison: Joseph Mamatz

Assessment Project Coordinator (if not the Department Leader):

Date Submitted: March 10, 2010

Program(s), if applicable (AAS, Interdepartmental, etc.):

AAS

Mission/Goal statement of the department or program:

Program Mission Statement

The Medical Office Assistant Program is sponsored by Bergen Community College. The program provides a versatile education in administrative, clinical, medical assisting as well as general liberal arts. The students learning environment is enhanced by the classroom, laboratory, and physicians offices in which they develop communication, critical thinking, and leadership skills in a cultural diverse population. The program is dedicated to the education of professional employable skills to server the community.

SEMESTER 1: Create the Assessment Plan

Goal or learning objective being assessed:

6. Demonstrate computer literacy, retrieve, organize, and analyze information, using knowledge from both medical and general education classes.

Relevant Core Competencies: (check as many as apply)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Quantitative Reasoning | <input checked="" type="checkbox"/> Critical Thinking |
| <input checked="" type="checkbox"/> Civic Responsibility | <input checked="" type="checkbox"/> Technological and Information Fluency | <input checked="" type="checkbox"/> Personal Skills |
| <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Creativity and Aesthetic Appreciation | <input checked="" type="checkbox"/> Applied Knowledge |

Means of Assessment:

Document processing with Microsoft Word and Medisoft in office simulations.

SEMESTER 2: Develop an Assessment Strategy

Criterion for success:

Students will acquire a final grade of 80% in MOA 203.

Dean's Comments: [REDACTED]

VP's Comments:

SEMESTER 3: Implement Assessment Plan & Strategy

Summary and analysis of data collected:

May 2010

27 students were enrolled in the MOA-203 Medical Office Administrative Procedures I and MOA-204 Medical Office Administrative Procedures II classes. 27 students passed the class. 100% of the students completed this goal. = 100%

(The Summary should appear here. Use attachments only to provide information to support the summary.)

SEMESTER 4: Reporting and Revising

Use of results:

The results reflect that the students can apply the computers applications of the office simulation.

Dean's Comments: [REDACTED]

VP's Comments: