

**CENTRAL NEW MEXICO COMMUNITY COLLEGE
5-YEAR ASSESSMENT CYCLE PLAN**

Due to SAAC by October 15 following new program approval or at the end of the prior cycle plan

Plan Years and Contact Information:			
Fall 2016-Spring 2021	Anna Wormald	awormald@cnm.edu	224-4000 X50209
5-Year Range	Contact Person	Email	Phone Number

Subject of the Assessment <i>(Please fill in only one of the three sections below):</i>		
Program: Office Technology – Office Technology Concentration <input type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input checked="" type="checkbox"/> AAS	Gen Ed Focus: _____ Applicable to: <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS	Discipline Area (Non-award, non-Gen Ed): _____

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
1. Communicate with clarity, conciseness, and purpose in written form.	Fall 13- Spring 18	OTEC 2260	Project
2. Create and present an oral presentation.	Fall 16-Spring 21	OTEC 2260	Project
3. Produce office application documents and integrate office application software skills.	Fall 16-Spring 21	OTEC 2201	Project
4. Keyboard at 45 wpm or higher with 5 or fewer errors.	Fall 13-Spring 18	OTEC 1102	Timed Writings