Mission Statement

The primary mission of the National Technical Institute for the Deaf is to provide deaf and hard-of-hearing students with outstanding state-of-the-art technical and professional education programs, complemented by a strong arts and sciences curriculum, that prepare them to live and work in the mainstream of a rapidly changing global community and enhance their lifelong learning.

Secondarily, NTID prepares professionals to work in fields related to deafness; undertakes a program of applied research designed to enhance the social, economic and educational accommodation of deaf people; and shares its knowledge and expertise through outreach and other information dissemination programs.

Outcomes and Measures

## Business Technology AOS Program Outcome Set

### AST CONCENTRATION ONLY: Develop a high degree of technical competence to gain entry-level employment in an administrative support position

| Demonstrate speed and accuracy in keyboarding skills | **Measure:** Integrated Document Production [NAST-215] - Ten 5-minute Timed Writings  
Course level: Direct - Student Artifact |
|---|---|
| **Details/Description:**  
**Acceptable Benchmark:** 95% of students will type with speed/accuracy at a net speed of 50+ words per minute with 5 errors or less.  
**Implementation Plan (timeline):** At the end of each semester when Integrated Document Production is offered.  
**Key/Responsible Personnel:** Department Program Coordinator |

| Choose and apply appropriate computer software to effectively and accurately produce business documents | **Measure:** Business Graphics [NAST-225] - e-Portfolio Review  
Course level: Direct - Portfolio |
|---|---|
| **Details/Description:**  
**Acceptable Benchmark:** 90% of students will earn an acceptable rating score averaging 80% or higher on e-Portfolio rubric.  
**Implementation Plan (timeline):** At the end of each semester when Desktop Publishing for Business Applications is offered.  
**Key/Responsible Personnel:** Department Program Coordinator |

### AT CONCENTRATION Only: Develop a high degree of technical competence to gain entry-level employment in an administrative support position

*Perform the functions of the accounting cycle for service, merchandising, and manufacturing businesses.*
### Perform the functions of the accounting cycle for service, merchandising, and manufacturing businesses

**Measure:** Accounting Capstone [NACC-204] - Student Learning Assessment Test

**Course level:** Direct - Exam

**Details/Description:**

- **Acceptable Benchmark:** 90% of students will earn an acceptable rating score averaging 70% or higher on Learning Assessment Test.
- **Implementation Plan (timeline):** At the end of each semester when Accounting Capstone is offered.
- **Key/Responsible Personnel:** Department Program Coordinator

### AST CONCENTRATION Only: Develop core interpersonal business skills for teamwork

**Demonstrate appropriate interpersonal business skills and teamwork in a professional environment**

**Measure:** Administrative Support Technology Seminar [NAST-240] - Interpersonal and Team Work Review

**Details/Description:**

- **Acceptable Benchmark:** 90% of students will earn an acceptable rating score averaging 80% or higher on interpersonal skills and teamwork rubric.
- **Implementation Plan (timeline):** AST Concentration: At the end of each semester when Administrative Support Technology Seminar is offered.
- **Key/Responsible Personnel:** Department Program Coordinator

### Acquire the knowledge and skills necessary to function in a global society

**Describe the interrelatedness of social, cultural and business factors that shape and impact the global business environment**

**Measure:** Fundamentals of Marketing [NBUS-223] - Marketing Project

**Course level:** Direct - Student Artifact

**Details/Description:**

- **Acceptable Benchmark:** 70% of students will earn an average rating of 80% or better on the Marketing project rubric.
- **Implementation Plan (timeline):** At the end of each semester when Fundamentals of Marketing is offered.
- **Key/Responsible Personnel:** Department Program Coordinator

### Acquire entry into the workforce in an office setting for either AST or AT concentration

**Gain entry-level employment**

**Measure:** Alumni Survey

**Program level:** Indirect - Survey

**Details/Description:**

- **Acceptable Benchmark:** 80% of alumni sampled will be satisfied with technical preparation for their first job in the AST or AT field.
- **Implementation Plan (timeline):** Survey of graduates
- **Key/Responsible Personnel:** NCE & Alumni Survey Personnel

**Measure:** NTID Center on Employment (NCE) Placement Analysis Data

**Details/Description:**

- **Acceptable Benchmark:** 80% of graduates seeking employment will be employed in the AST or AT field.
- **Implementation Plan (timeline):** At the end of each semester when co-op experiences occurred.
- **Key/Responsible Personnel:** NCE & Alumni Survey Personnel

**Measure:** NTID Center on Employment (NCE) Placement Analysis Data - Overall Performance
Acquire independent learning skills necessary to participate in personal and professional growth

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<tr>
<th>Tech Skill 1: Demonstrate aptitude/ability to learn quickly and apply technical knowledge</th>
<th>Measure: Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 1</th>
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<td>Details/Description: Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 1</td>
<td>Acceptable Benchmark: 80% of students will be rated at 3 or greater on Tech Skill 1</td>
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<td>Implementation Plan (timeline): At the end of each semester when co-op experiences occurred.</td>
<td>Key/Responsible Personnel: Department Co-op Coordinator</td>
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<tr>
<th>Tech Skill 4: Demonstrate ability to transfer theory to employment situations</th>
<th>Measure: Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 4</th>
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<td>Details/Description:</td>
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