## 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**

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<tbody>
<tr>
<td>Course level; Direct - Student Artifact</td>
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**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**

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<td>Course level; Direct - Portfolio</td>
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**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

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### 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

**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

**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

**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

**Tech Skill 1:**
Demonstrate aptitude/ability to learn quickly and apply technical knowledge

**Measure:** Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 1

**Details/Description:** Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 1

**Acceptable Benchmark:** 80% of students will be rated at 3 or greater on Tech Skill 1

**Implementation Plan (timeline):** At the end of each semester when co-op experiences occurred.

**Key/Responsible Personnel:** Department Co-op Coordinator

**Tech Skill 4:**
Demonstrate ability to transfer theory to employment situations

**Measure:** Co-op Supervisor Evaluation of Student Job Performance on Tech Skill 4

**Details/Description:**

**Acceptable Benchmark:** 80% of students will be rated at 3 or greater on Tech Skill 4.

**Implementation Plan (timeline):** At the end of each semester when co-op experiences occurred.

**Key/Responsible Personnel:** Department Co-op Coordinator