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TITLE

North Dakota Vocational Education Assessment System:

Office Education.

INSTITUTION

North Dakota State Board for Vocational Education,

Bismarck.

NOTE

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Education; Office Practice; Post Secondary Education;

*Program Evaluation; Secondary Education;

Stenography; Typewriting

ABSTRACT

The assessment instrument for office education programs is a five-point rating scale for determining how well student needs are met in typewriting, shorthand, and office practice courses. Detailed criteria are listed to be rated on the scale, which can also be used to indicate that the criterion statement does not apply. General areas for which criteria are listed the courses are: scope and objectives, instruction, standards, learning materials and facilities, guidance, organization, and content. A summary rating scale and space for comments and recommendations is provided for each of the three areas. The pages of the form are produced in duplicate for use with carbon paper. (MS)

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OFFICE EDUCATION

NORTH DAKOTA

VOCATIONAL EDUCATION
ASSESSMENT SYSTEM

Vocational Education 900 East Boulevard Bismarck, North Dakota 58501

North-Dakota State Board-fo

"Buy North Dakota Products"

MEETING STUDENT NEEDS THROUGH TYPEWRITING

		,						
	1.	Scope and Objectives	NA	1	2	3	4	.5
		a. An equivalent of two years of typewriting instruction is					Ō	
		offered.	0	0	0	0	Ó	0
		b. A written course outline is available specifying course		Ō				□
		content and measurable objectives to be achieved by	0	0	0	0	Q.	0
		students.						
		c. Provision is made for advanced placement of qualified						
		junior high school typewriting students in advanced typewriting.	O	0	0	0	O	O
		d. The North Dakota Curriculum Guide for Business and		П	П		Ъ	
,		Office Education has been consulted and used as a basis			•	_		O,
_		for the development of the course outline.						
Ī	•		\mathcal{O}			^.		
	II.	Instruction	NA	1	2	á	4	5
	•	a. Vocational students have an opportunity to develop						
		marketable skills on electric typewriters.	۰۰,	0	0	0	0	0
	•	b. Such non-typing activities as machine maintenance,	_					
		ribbon changing, proofreading, and proper work habits are included as part of the course content for all type-	0	0	0	O	O	<i>B</i> ~
	١	writing students.		_				•
	١	c. Vocational instruction includes the use of some integrated		□.				
		projects, practice sets, or series of practical problems.	. 0	0	0	0	0	0
		d. Observation of typewriting classes indicates that students	-	Q.		<u>,</u>	Π.	
		are using proper typewriting techniques	Q.	0	0	9	Q	0
		e. The teacher has completed a methods course related to			Ü			
٠.		typewriting instruction.	۰٥	0	0	0'	0	0
	Ш.	Standards	NA	1	2	3	. 4	5
		a. Specific terminal speed and accuracy standards have been	_l					
		established, and students are fully aware of them.	- 1		Q	0	0	0
		b. The established standards approximate those standards						
		used in business offices.	O.	0	0	0	0.	0
		c. If multiple sections of vocational typewriting are offered,						
		the same minimum speed and accuracy standards are	0 -	Ör,	0	0	0	0
	(3)	applied to each section.		•)			
-	IC	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \						

MEETING STUDENT NEEDS THROUGH 1

TYPEWRITING

I.	Scope and Objectives	NĄ	1	2	3	4	5
	a. An equivalent of two years of typewriting instruction is offered.	0	0	0	0	0	0
	 A written course outline is available specifying course content and measurable objectives to be achieved by students. 	0	0	0	0	, O	0
-	c. Provision is made for advanced placement of qualified junior high school typewriting students in advanced typewriting.	0	° П	0	0	0	□. o
	d. The North Dakota Curriculum Guide for Business and Office Education has been consulted and used as a basis for the development of the course outline.	O_	0	 O.			A
11.	Instruction —	NA	1	2	3	4	5
	a. Vocational students have an opportunity to develop marketable skills on electric typewriters,	□, 0	0	0	0	0	0.
	b. Such non-typing activities as machine maintenance, ribbon changing, proofreading, and proper work habits are included as part of the course content for all type- writing students.	0	0	0	0	0	o,
	 Vocational instruction includes the use of some integrated projects, practice sets, or series of practical problems. 	0	□ O/	0	0	0	0
	d. Observation of typewriting classes indicates that students are using proper typewriting techniques.	□ O.	<u>б</u>	0	□ Q.	0	□. O
•	e. The teacher has completed a methods course related to typewriting instruction.	0	0	□. Ò	O.	Ö	Ö Ö
III.	Standards	NA.	1	2	3.	4	5
	a. Specific terminal speed and accuracy standards have been established, and students are fully aware of them.	0	0	0	0	0	0
	b. The established standards approximate those standards used in business offices.	0	0	0	0	Q.	
	c. If multiple sections of vocational typewriting are offered, the same minimum speed and accuracy standards are	i O	0	•	□ •		0.
	applied to each section,						

<i>'</i>						
/. Learning Materials and Facilities	NA	. 1	. 2	3	4	5
a. The textbooks are in good condition and are up to date.						
b. Supplementary reference books such as dictionaries, style manuals, or reference manuals are available for student use.	0 0	0	0 0	0 0	0 0	0 0
c. All typewriters are in good condition and are generally no more than five years old.	0	Ô	0	0	0	0
d. Several backup typewriters are available for use in the event of machine malfunction.	0	<u>.</u>	, 🗆	0	0	0
e. Work stations consist of individual typing desks that can be easily adjusted.	0	0	0	0	0	0
f. A copy holder is located at each student work station.	0	0	0	0		0
g. A teacher demonstration stand is located in each type-writing classroom.	0	0	0	0	Ö	0
h. Related equipment such as stopwatches, interval timers, staplers, etc., are located in the typewriting room.	0	0	0	0	0	0
i. The typewriting classroom is attractive and creates a climate conducive to learning.	O*	0	0	0	O	0
RATING SCALE FOR TYPEWRITING	_		•	-		
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SCHOOL COMMENTS AND RECOMMENDATIONS:	,					
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b. Supplementary reference books such, as dictionaries, style manuals, or reference manuals are available for style manuals, or style manuals, or reference manuals are available for style manuals, or reference manuals are available for style manuals, or style manuals, or reference manuals are available for style manuals, or style manu	Learning Materials and Facilities	NA	. 1	. 2	3	4	\$
b. Supplementary reference books such as dictionaries, style manuals, or reference manuals are available for style manuals, or style manuals, are available for style manuals, or style manuals,	a. The textbooks are in good condition and are up to date.	Π,		Ö			
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d. Several backup typewriters are available for use in the event of machine malfunction. e. Work stations consist of individual typing desks that can be easily adjusted. f. A copy holder is located at each student work station. g. A teacher demonstration stand is located in each typewriting classroom. h. Related equipment such as stopwatches, interval timers, staplers, etc., are located in the typewriting room. i. The typewriting classroom is attractive and creates a climate conducive to learning.		_	0	0	0	_	_
e. Work stations consist of individual typing desks that can be easily adjusted. f. A copy holder is located at each student work station. g. A teacher demonstration stand is located in each type writing classroom. h. Related equipment such as stopwatches, interval timers, staplers, etc., are located in the typewriting room. i. The typewriting classroom is attractive and creates a climate conducive to learning. RATING SCALE FOR TYPEWRITING		_	_			.0	_
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n. Related equipment such as stopwatches, interval timers, staplers, etc., are located in the typewriting room. The typewriting classroom is attractive and creates a climate conducive to learning. OOOOO							
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MEETING STUDENT NEEDS THROUGH SHORTHAND

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I.	Scope and Objectives	N.	Α Î	2	3	4	5
	 a. An equivalent of two years of shorthand instruction offered. 	is 📮			0	О́	0
	 A written course outline is available specifying cour content and measurable objectives to be achieved. 	_	· 🗆	. •	0	0	(D)
	c. The North Dakota Curriculum Guide for Business a Office Education has been consulted and used as a ba for the development of the course outline.	nd 🗆	. •	•	0	0	0/
П.	Instruction	N/	A 1	2	3	4	5
	 Typewriter transcription is a major unit of instruction the program. 	•	_	•			o o
	b. Word usage, punctuation, and spelling are an integral part of the total shorthand program.	ral 🗆 O	0	0	0	0	0
	 The terminal dictation achievement of most shorthan students approximates high vocational standards. 	nd 🗆 O	0	0	0	· ロ ⁄ 0	0
	d. The teacher has completed a methods course related shorthand and transcription.	to 🗆 O	0	□ 9⁄	d o	0	0
III.	Guidance	N/	\ 1	, 2	3	4	5
	 Students whose academic achievement and aptitude indicate they may have difficulty in learning shorthan receive counseling and guidance prior to enrollment. 	nd O	0	П О,	0	0	0
	b. At least fifty percent of the first-year shorthand studen elect to complete a second year of shorthand instructio	ts 🗆 n. O	۵ م	0	□ 0	□ j O	0
łV.	Learning Materials and Facilities	NÁ	1	2	3 4	_q 4	5
	a. The textbooks are in good condition and up to date.					<u> </u>	
	b. Different textbooks are available for each semester of instruction.	of □	0 0	0	000	0	0 0 <
	c. Tape recorders, record players, or multichannel laboratories are available for dictation practice.	_	0	0	Ö	0	Ū.
	d. A substantial library of prepared dictation tapes of records is available.	or 🗆	0	0	0	0,	,0 ` _ _

MEETING STUDENT NEEDS THROUGH " SHORTHAND

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1.	Scope and Objectives	NA	. 1	.2	3	· ₄ ·	5	
	a. An equivalent of two years of shorthand instruction is		o .	Ò O	0	П О.	0	
•	b. A written course outline is available specifying course content and measurable objectives to be achieved.	0	0		0	0	0	
	c. The North Dakota Curriculum Guide for Business and Office Education has been consulted and used as a basis for the development of the course outline.	0	0	0.	40 €	, Ó	0	•
11.	Instruction	NA	, . 1	2		4	^. ' 5	
	a. Typewriter transcription is a major unit of instruction in the program.	<u> </u>				, <u>d</u>		
=	b. Word usage, punctuation, and spelling are an integral part of the total shorthand program.			:0: 0	0	0	Ğ Ç	
ċ	c. The terminal dictation achievement of most shorthand students approximates high vocational standards.	, 0	0	0	0.0	0	0	
- 11.	d. The teacher has completed a methods course related to shorthand and transcription.	0	0	0.	0	0	0.	, ,
11:	Guidance	NA		. 2	3	4	5.	
	a. Students whose academic achievement and aptitude indicate they may have difficulty in learning shorthand receive counseling and guidance prior to enrollment.	0	0	0	0	0	 O ,	
	b. At least fifty percent of the first-year shorthand students elect to complete a second year of shorthand instruction.	Q _	0	O	о П	0	0	
V.	Learning Materials and Facilities	NA	1	2	3	.4	5	
•	a. The textbooks are in good condition and up to date.	0	□ 0	0	0	□ ∩	O.	* **
	b. Different textbooks are available for each semester of instruction.	Ö	0.				.0 .0	
•	c. Tape recorders, record players, or multichannel labora- tories are available for dictation practice.	о́ О	0	□	<u>.</u>	0	0	
,	d. A substantial library of prepared dictation tapes or records is available.	□ . o	Ö	o.	9	0	0	-
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e. Supplementary reference books such as dictionaries, style manuals, or reference manuals are available for student use.	0	0	φo	0	□ 0	0
f. Supplementary dictation books are available for teacher use. g. At least one stopwatch is provided for each shorthand	0	, 0	-	0 □ -	□ O ⊟	□ 0 Ů
h. Student work stations allow ample space for comfortable writing.	0	0 0	□. □.	Ó	O″ □ O /	0 0
i. The shorthand classroom is attractive and creates a climate conducive to learning.	0	9	/ O	□ 0 ·	□ O	□ O′
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SCHOOL COMMENTS AND RECOMMENDATIONS:	_	+		ļ.		
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MEETING STUDENT NEEDS THROUGH OFFICE PRACTICE

content and measurable objectives to be achieved. b. The North Dakota Curriculum Guide for Business and	11.	٠ `	1		,	¥	`			
b. The North Dakota Curriculum Guide for Business and	<u></u>	Sc	cape and Objectives		NA		2	3	4	5
Office Education has been consulted and used as a basis of the development of the course outline. NA 1 2 3 4 5 a. The course is designed as the capstone offering for course outline vocational office education students. b. At least one year of credit in typewriting is a prerequisite for/office practice. c. Entendment in one class is limited to 16 20 students. line course content, based upon enrollment and needs of Dupils, Includes: 1. Reference books, directories, secretary's handbooks, dictionaries, and other sources of business information. 2. Application forms and letters, interviews, and miscellaneous job information. 3. Correct business conduct, dress and grooming, and secretarial business traits. 4. Telephoning techniques and procedures. 5. Filing procedures. 6. Skill development in dictation and transcription. 7. Office machines, equipment, and supplies. 8. Simulation projects. 9. Basic electronic data processing. 10. Office recordkeeping. IV. Facilities a. Teaching supplies and facilities are adequate for meeting course objectives, course content, and enrollment. b. The classroom is soundproofed and includes a wash basin, course objectives, course content, and enrollment. b. The classroom is soundproofed and includes a wash basin, course objectives, course content, and enrollment. b. The classroom is soundproofed and includes a wash basin, course objectives, course content, and enrollment. b. The classroom is soundproofed and includes a wash basin, course objectives, course content, and enrollment. b. The classroom is soundproofed and includes a wash basin, course objectives, course content, and enrollment.	<i>.</i> .	a.		urse	_	_	0	0	0.0	¢
a. The course is designed as the capstone offering for		b. j'	Office Education has been consulted and used as a l	and basis	0		0,	0	0	Ó
vocational office education students. b. At least one year of credit in typewriting is a prerequisite for/office practice. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. c. Enrollment in one class is limited to 16 - 20 students. course content, and one	η Π .	Or	rganization	3	NA	(h	2	3	4	5
for/office practice. C. Enrollment in one class is limited to 16 - 20 students. Content OOOOOO NA 1 2 3 4 5 a. The course content, based upon enrollment and needs of pupils, lacludes: OOOOOOO 1. Reference books, directories, secretary's handbooks, dictionaries, and other sources of business information. 2. Application forms and letters, interviews, and miscellaneous job information 3. Correct business conduct, dress and grooming, and secretarial business traits. 4. Telephoning techniques and procedures. 5. Filing procedures. 6. Skill development in dictation and transcription. 7. Office machines, equipment, and supplies. 8. Simulation projects. 9. Basic electronic data processing. 10. Office recordkeeping. IV. Facilities NA 1 2 3 4 5 a. Teaching supplies and facilities are adequate for meeting course objectives, course content, and enrollment. D. The classroom is soundproofed and includes a wash basin, chalkboard, bulletin board, filing cabinets, and built-in course.				for	٦,	<i>i</i>	_	_	_	` —
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9. Basic electronic data processing 10. Office recordkeeping IV. Facilities NA 1 2 3 4 5 a. Teaching supplies and facilities are adequate for meeting	· ·		6. Skill development in dictation and transcription.7. Office machines, equipment, and supplies		•	i	•		•	
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b. The classroom is soundproofed and includes a wash basin, chalkboard, bulletin board, filing cabinets, and built in O. O. O. O. O.	۱۷.	Fa	acilities		^NA	. 1	. 2	,. 3	4	` 5
chalkboard, bulletin board, filing cabinets, and built-in O O O O O	(ه a.		ting	0	*	_	, 0	0	0
	. –		chalkboard, bulletin board, filing cabinets, and bui			0	□ 0	0	0	0

MEETING STUDENT NEEDS THROUGH

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	chalkboard, bulletin board, filing cabinets, and built-in storage cabinets.	0	Ó	0	Ò	0	0
	b. The classroom is soundproofed and includes a wash basin,			□.			
1	course objectives, course content, and enrollment.	Ó	0	0	0	0	0
•	a. Teaching supplies and facilities are adequate for meeting		□	ď		.	6
īV.	Facilities	ŅĀ	. 14	/ ₂	K.	4	5
	10. Office recordkeeping		٥	• /		/:/	
•	9. Basic electronic data processing			,	•	. /	/ .
	7. Office machines, equipment, and supplies 8. Simulation projects			,	٠,	•	1.
,	6. Skill development in dictation and transcription	•					
	5/Filing procedures						ı
	secretarial business traits	•			•	đ	,
	3. Correct business conduct, dress and grooming, and				,	, e	
	laneous job information		*				
•	information. 2. Application forms and letters, interviews, and miscel-				•		
ŏ	dictionaries, and other sources of business	•					•
,	1. Reference books, directories, secretary's handbooks,		-		-		,
•	pupils, includes:	Ŏ.	0	.O	0	0	0
~ ·	a. The course content, based upon enrollment and needs of	լդ /ուն	, _	Δ.	□,	→	_
Цķ	Content	V N∆	1	2	3	<i>y</i>	. 5 '
w .w ==	c. Enrollment in one class'is limited to 16 - 20 students.	Д.		 ک			
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	b. At least one year of edit in typewriting is a prerequisite for office practice.						
· ,	vocational office education students.			Ö,			r. O .
	a. The course is designed as the capstone offering for	٠,	-				
	Organizatione	o NA	, 1	.2	3	4.	5
<i>y</i> .	to the course outline.	٠!.`	• • •	pa *	4.	•,	
j.	Office Education has been consulted and used as a basis for the development of the course outline:	ŗď.	o,	Ò;	O.	(a)	Q.
	b. The North Dakota Curriculum Guide for Business and		'n	П	m.	n:	□ •
	content and measurable objectives to be achieved.			0		٥.	ā
	a. A written course outline is available specifying course			•_	<u>,</u>	· ~;	Į, Į
•••	scope and Spjectives	NA	, 4 ,	• 2°.	-3	. 4 :	, 5,≈

c. A master-control switch for all electrical outlets is conveniently located in the room. d. Electrical outlets are conveniently located and are not a safety hazard. e. Class oom furniture is arranged to create an office-like situation and to facilitate individual help, an adequate number of secretarial desks and posture chairs, as related to teaching methods and enrollment, are provided. f. The following machines are available for student instruction in the office practice room: 1. Electric typewriters 2. Manual typewriters 3. Executive typewriters 4. Liquid and stencil duplicators 5. Transcribing machines 7. Electronic Calculators 8. Photocopying machines 9. Printing calculators 10. Offset duplicators 10. Offset duplicators 11. The standards for the evaluation of classwork are similar to on-the-job work performed by beginning office on the input on the input working conditions. RATING SCALE FOR OFFICE PRACTICE		, -						
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