

Course Assessment – Part A: Your Plan

#38

Your Email *

Please select your course & name from the list. Contact Instructional Services if your course or name are incorrect or missing

CAS 133 – Hughitt

Outcome #1 *

Use school/workplace software to create documents, create spreadsheets, and develop presentations.

Outcome #2 *

Apply critical thinking skills to basic consumer understanding of computer and digital camera purchases.

Outcome #3 *

Evaluate the reliability of web sites.

Have you completed an assessment for this course prior to this term?

Yes

If yes, are you assessing different outcomes?

Yes

Comments:

2. To which degree, certificate or program outcomes do these course outcomes map? Degree, Certificate & Program Outcomes can be found at:
<http://www.cgcc.edu/curriculum/program-outcomes>

- Associate of Applied Science Administrative Assistant
- Associate of Applied Science Administrative Office Professional
- Administrative Assistant Certificate
- Office Assistant Career Pathway Certificate

Outcome #1 Method to assess student understanding *

Students will complete at least one application project for Word, Power Point, and Excel with a 70% or better.

Outcome #2 Method to assess student understanding *

Students will be able to write a reflection paper on their personal needs when buying a computer and when purchasing a digital camera.

Outcome #3 Method to assess student understanding *

Students will be able to take an instructor supplied list of websites and evaluate them for accuracy.

4. How will you know if you were successful in your efforts to teach this outcome?

100% of students passing the class will have met this requirement.

Outcome #1 *

How will you know if you were successful in your efforts to teach this outcome?

80% of the students completing and passing the class will pass these two assignments with a 70% or better.

Outcome #2 *

How will you know if you were successful in your efforts to teach this outcome? 70% of the students completing this assignment will be able to evaluate the websites with 70% or better accuracy.

Outcome #3 *

#1

#2

Do you require the names of students who complete the course evaluation survey? * • Yes

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