

Course Assessment – Part A: Your Plan

#160

Your Email *

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

OS 220 – Business Editing – Ware – Winter 2017

Part A: Your Plan
[Directions](#)

Proofread documents for correct grammar and word usage for the occasion and setting.

1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey):

Outcome #1 *

Outcome #2 *

Use correct punctuation, capitalization, spelling, grammar, and word usage when editing, transcribing, or writing business documents.

Outcome #3 *

Use reference resources for research, proofreading and editing.

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

Yes

If yes, are you assessing different outcomes?

Yes

Comments:

Yes, the outcomes have been updated since our independent accreditation.

2. To which degree, certificate or program outcomes do these course outcomes map?
[Degree, Certificate, & Program Outcomes](#)

- Associate of Applied Science Administrative Assistant
- Associate of Applied Science Administrative Office Professional
- Administrative Assistant Certificate
- Entry-Level Administrative Assistant Career Pathway Certificate
- Office Assistant Career Pathway Certificate
- Word Processing Support Career Pathway Certificate

Method of Assessment

Final Portfolio

3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)

Outcome #1: Method to assess student understanding *

Outcome #2: Method to assess student understanding *

Final Portfolio

Outcome #3: Method to assess student understanding *

Final Portfolio

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

If students earn 75% or greater on this assessment.

Outcome #1: *

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? * If students earn 75% or greater on this assessment.

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? * If students earn 75% or greater on this assessment.

5. Instructor Questions

Create two course specific questions to be included on the Student Course Evaluation.

#1

#2

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

- No

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