Course Assessment – Part A: Your Plan   #227

Your Email *

Please select your course & name from the drop-down menu. Contact Instructional Services if your course or name are incorrect or missing	CAS 133 – Introduction to Office Software – 1091643 – Hughitt – Fall 2017

Part A: Your Plan
Directions

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

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 *	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?	No
Comments:	The course has not changed in the last year.

2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes	- Associate of Applied Science Administrative Assistant - Associate of Applied Science Administrative Office Professional - Administrative Assistant Certificate - Office Assistant Career Pathway Certificate

Method of Assessment

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 *

Students will complete at least one application project for Word, PowerPoint, 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: *

Outcome #2: 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 #3: 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.
5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. **Question #1**	After completing this class are you able to use school/workplace software to create documents (Word), create spreadsheets (Excel), and develop presentations (Power Point).
Question #2	After this class are you better able to understand and apply specialized vocabulary associated with computers and school/workplace software (Office 2013 and computers in general)
Do you require the names of students who complete the course evaluation survey? *	• Yes

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