

Course Assessment – Part A: Your Plan

#324

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 170 – Beginning Spreadsheets Using Excel – 1092956 – Eric Greene – Fall 2018

Part A: Your Plan
[Directions](#)

Create personal and/or business spreadsheets following current professional and/or industry standards.

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 critical thinking skills to design and create spreadsheets.

Outcome #3 *

Communicate in a business setting using spreadsheet vocabulary.

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

Yes

If yes, are you assessing different outcomes?

No

Comments:

there are only three outcomes for CAS 170

2. To which degree(s) or certificate(s) does your course map?

[Degree, Certificate, & Program Outcomes](#)

- Not Sure
- Administrative Assistant Certificate

Method of Assessment

Outcome will be assessed by use of weekly assignments requiring the student to follow instructions and apply spread sheet tools to supplied data bases

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 *

Outcome will be assessed by use of mid-term, final exam and extra credit assignments that describe problems and allow the student to provide a unique solution based on their interpretation of the question

Outcome #3: Method to assess student understanding *

: Outcome will be assessed by use of weekly multiple choice quizzes that test spread sheet application and vocabulary

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

students will receive a passing grade in review and case problem assignments

Outcome #1: *

Outcome #2: How will you know if you were successful in your efforts to teach this

students will receive a passing grade on mid term and final tests

outcome? *

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? *

students will receive a passing grade in quizzes

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.
Question #1

how has this class helped you in your education

Question #2

how has this class helped you in your personal or business life

Do you require the names of students who complete the course evaluation survey?
(Please note: names will be sent to instructors the Thursday before term ends)

Yes

Reminder, when completing Part B, instructors will be asked the following questions:

1. Describe anything you did to support the institutional effort to support students in improving "Sources and Evidence" and/or "Organization and Presentation" for the CLO Communication
2. Describe anything you did to support the institutional effort to support students in improving "Student Position" and/or "Evaluate Potential Solutions" for the CLO Critical Thinking/Problem Solving

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