

Course Assessment – Part A: Your Plan

#381

Your Email *

Please select your course & name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or ggilliland@cgcc.edu.

OS 245 – Office Systems and Procedures – 1093964 – Linda Hughitt – Spring 2019

Part A: Your Plan

Use critical thinking skills to independently produce office documents.

DIRECTIONS

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 *

Utilize Microsoft applications such as MS Word, Excel, and PowerPoint to analyze case studies and create presentations.

Outcome #3 *

Communicate effectively via e-mail and posting to discussion forums.

Have you completed an assessment for this course prior to this term? No

If yes, are you assessing different outcomes? Yes

Comments: NA

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

Degree, Certificate, & Program Outcomes

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

Method of Assessment

Grade for the following assignments:

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

Resume Search
Resume
Cover Letter Search
Cover Letter

Outcome #1: Method to assess student understanding *

Outcome #2: Method to assess student understanding *

Grade for the following assignments:
Memo (Word)
Schedule: Word version
Schedule: PDF version
Excel spreadsheet with costs
Job Fair Flyer

Outcome #3: Method to assess student understanding *

Grade for forum and forum replies.
Effective communication through Moodle Messages and email as needed with the instructor.

4. How will you know if you were successful in your efforts to teach this outcome? 80% of the students that complete these assignments will get a C or better.

Outcome #1: *

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? * 80% of the students that complete these assignments will get a C or better.

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? * Students that do the forums/forum replies will have at least 70% of the points for each forum. Communication with teacher through Moodle Messages and emails: instructor observation.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. Question #1 Do you feel you improved your skills to use critical thinking skills to independently produce office documents during this class?

Question #2 Do you feel this course helped you to understand current trends in workplace ethics in a multi-cultural environment?

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:
Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Core Learning Outcomes (CLO):
1. CLO#1 – Communication – "Sources and Evidence" and/or "Organization and Presentation"
2. CLO#2 – Critical Thinking/Problem Solving – "Student Position" and/or "Evaluate Potential Solutions"
3. CLO#4 – Cultural Awareness – "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions")

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