

Course Assessment – Part A: Your Plan

#472

Your Email *

Please select your course and 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.

CAS 170 – Beginning Spreadsheets – 1095874 – Daniel Changar – Fall 2020

Part A: Your Plan

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):

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

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? No

If yes, are you assessing different outcomes? Yes

Comments:

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

Degree, Certificate, & Program Outcomes

- Elective
- Associate of Science Oregon Transfer – Business (ASOT-BUS)
- Associate of Applied Science – Accounting
- Accounting/Bookkeeping Certificate
- Associate of Applied Science – Administrative Assistant
- Associate of Applied Science – Administrative Office Professional
- Administrative Assistant Certificate
- Basic Computer Skills Career Pathway Certificate
- Entry-Level Administrative Assistant Career Pathway Certificate
- Office Assistant Career Pathway Certificate
- Spreadsheet Support Career Pathway Certificate

Method of Assessment

Chapter Assignments and Final require the creation of professional spreadsheets that meet industry standards.

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 *

Chapter Assignments and Final require the creation of professional spreadsheets that meet industry standards.

Outcome #3: Method to assess student understanding *

Chapter Journal Entries require communication utilizing and contextualizing spreadsheet vocabulary.

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

80% or higher of students receive an average grade of B or better on Chapter Assignments and Final.

Outcome #1: *

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

80% or higher of students receive an average grade of B or better on Chapter Assignments and Final.

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

80% or higher of students receive an average grade of B or better on Journal entries.

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

After completing this course, do you feel better able to communicate effectively using spreadsheet vocabulary?

Question #2

After completing this course, do you feel capable of creating and designing an effective spreadsheet?

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)

NO

**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")**
- 4. CLO#5 – Community and Environmental Responsibility – "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts"**

Daniel Changar

Created 27 Sep 2020 12:49:25 PM	
PUBLIC	