

## Course Assessment - Part A: Your Plan

COMPLETE

#534

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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 swade@cgcc.edu.

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CAS 133- Intro to Office Software- Linda Hughitt- Fall 2021

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\* **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): Outcome #1**

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

\* **Outcome #2**

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Evaluate the reliability of web sites.

\* **Outcome #3**

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Apply critical thinking skills to basic consumer understanding of computer and digital camera purchases. (also meets ILO #2).

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

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Yes

**If yes, are you assessing different outcomes?**

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No

**Comments:**

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There are limited outcomes to pick from and this class has been through this process many times.

**2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes**

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Associate of Applied Science - Administrative Assistant, Office Assistant Career Pathway Certificate, Spreadsheet Support Career Pathway Certificate, Entry-Level Administrative Assistant Career Pathway Certificate, Medical Office Professional Career Pathway Certificate, Administrative Assistant Certificate, Basic Computer Skills Career Pathway Certificate, Associate of Applied Science - Administrative Office Professional

\* **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**

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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**

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Students will be able to take an instructor supplied list of websites and evaluate them for accuracy.

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**\* Outcome #3: 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.

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**\* 4. How will you know if you were successful in your efforts to teach this outcome? Outcome #1:**

100% of students passing the class will have met this requirement.

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**\* Outcome #2: 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.

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**\* Outcome #3: 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.

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

After completing this class do you feel you are better able to use school/workplace software to create documents (Word), create spreadsheets (Excel), and develop presentations (Powe Point)?

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**Question #2**

After this class do you feel you are better able to understand and apply specialized vocabulary associated with computers and school/workplace software?

**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

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**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 Institutional Learning Outcomes (ILO): 1. ILO#1 - Communication - "Content Development" and/or "Control of Syntax and Mechanics" 2. ILO#2 - Critical Thinking/Problem Solving - "Student Position" and/or "Evaluate Potential Solutions" 3. ILO#4 -Cultural Awareness - "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions") 4. ILO#5 - Community and Environmental Responsibility - "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts" 5. ILO#3 - Quantitative Literacy - "Application/Analysis" and/or "Assumptions"**

(No response)