

Course Assessment - Part A: Your Plan

COMPLETE

#626

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.

BA 131- Introduction to Business Technology- Mike Davis- Winter 2023

*** 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**

Demonstrate the use of MS Office software to create documents, spreadsheets, and presentations for the business environment.

*** Outcome #2**

Explain how organizations utilize computer and communications technology to research, collect, process, store, and present data and information.

*** Outcome #3**

Identify how businesses use the internet, social media, and other technology to connect with customers and employees, market and deliver products and services, and create competitive advantage.

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

No

If yes, are you assessing different outcomes?

No

Comments:

(No response)

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

BUSINESS & ENTREPRENEURSHIP, GENERAL EDUCATION

*** 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**

Participation

*** Outcome #2: Method to assess student understanding**

Homework assignments

*** Outcome #3: Method to assess student understanding**

Examinations

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

Attendance is above 70%

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

Successful in assignment completion

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

A score above 70%

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

Do you feel confident in creating a Word Business Letter

Question #2

Do you feel confident in creating a PowerPoint Presentation

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 Institutional Learning Outcomes (ILO): 1. ILO#1 - Communication - "Content Development" and/or "Control of Syntax and Mechanics" 2. ILO#2 - Critical Thinking/Problem Solving - "Evidence" and/or "identify strategies" 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"

all the above