Course Assessment - Part A: Your Plan

COMPLETE   #674

CREATED

PUBLIC
Feb 23rd 2024, 6:23:22 pm

UPDATED

COLUMBIAGORGECC
Feb 25th 2024, 1:26:58 pm

IP ADDRESS

98.97.114.190

* Your Email

mdavis@cgcc.edu

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 2024

* 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

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

* Outcome #2

Apply technology to support business planning, operations, marketing, strategy, and decision making.

* Outcome #3

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

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

Yes

If yes, are you assessing different outcomes?

Yes

Comments:

(No response)

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

Elective

* 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

Cengage Quizzes

* Outcome #2: Method to assess student understanding

Module Activities

* Outcome #3: Method to assess student understanding

Completing the assigned assignments

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

grades are average or above

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

Assignments completed on time

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

Completion of Word, Powerpoint and Excel Exams

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

Can you create a Business Letter in Microsoft Word?

Question #2

Can you create an Excel worksheet and a Chart?

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 - "Openness" (Encouraging our students to "Initiate and develop interactions with culturally different others") 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"

Personal mentorship available.