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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](mailto:swade@cgcc.edu).

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BA 131- Introduction to Business Technology- Daniel Changar- Part A- Winter 2025

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

**\* Outcome #2**

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Apply critical thinking skills to ethics, environmental responsibility, technology purchases, and privacy issues associated with information technology use in business and society.

**\* Outcome #3**

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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?**

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No

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

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No

**Comments:**

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(No response)

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

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Not Sure, BUSINESS & ENTREPRENEURSHIP

**\* 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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Microsoft Office Section Exams

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

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Final Exam

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

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Tech for Success Module Exams

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

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75% of students pass all three section exams with a grade of 80% or better.

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

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75% of students pass the final exam with a grade of 80% or better.

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

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75% of students complete the Tech for Success Module exams with an overall 80% or better grade.

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

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Did this course meet your expectations based on the posted outcomes and learning objectives?

**Question #2**

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Did you find the Zoom portion of this course helpful and productive or would you prefer a different delivery mode?

**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)**

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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 5. ILO#3 - Quantitative Literacy - "Application/Analysis" and/or "Assumptions"**

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(No response)