
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.

CAS 216- Intermediate Word- Andrea LoMonaco- 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**

Use Microsoft Word program and tools to create personal and/or business documents following current professional and/or industry standards.

*** Outcome #2**

Apply critical thinking skills to independently design and create a variety of documents utilizing basic Word tools.

*** Outcome #3**

Communicate in a business setting using word processing vocabulary.

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

No

If yes, are you assessing different outcomes?

Yes

Comments:

n/a

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

BUSINESS & ENTREPRENEURSHIP, COMPUTER APPLICATIONS & WEB TECHNOLOGIES

*** 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**

Final Project

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

Final Project

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

Weekly discussions.

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

100% of students earn 80 or above on the final project.

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

100% of students earn 80 or above on the final project.

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

80% of students earn an average of B or above on discussions.

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

(No response)

Question #2

(No response)

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

Okay.