



Course Assessment Report - 4 Column

Great Basin College

Courses (BUS) - Business

Course Outcomes 1 and ctu.unitid = 683	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
<p>BUS 113 - Workplace Readiness - Understand, utilize, and demonstrate the communication process - Understand, utilize, and demonstrate the communication process (including speaking, listening, reading, writing, non-verbal, and electronic)</p> <p>Next Assessment: 2020-2021</p> <p>Start Date: 11/20/2015</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: In class participation, Web Campus Profile Assignment, WorkKeys Pretests, WorkKeys modules, WorkKeys Assessments, Cover Letter, and Resume</p> <p>Assessment Measure Category: Assignment - Written</p> <p>Criterion: Students will receive an average of 75% on their resume.</p>	<p>11/20/2015 - High grade: 200 Low grade: 63 Average grade: 67.95</p> <p>Criterion Met: No</p> <p>Reporting Period: 2014-2015</p>	<p>11/20/2015 - Review the rubric that is utilized on final assignment for students to see where they are not meeting expectations, review ratings to consider changing point amounts or adding additional criteria. Utilize rubric as feedback for students on draft assignment instead of utilizing individual comments for each student. Add requirement for proofreading of assignment to increase student grades for improper grammar, spelling, punctuation, and capitalization.</p>
<p>BUS 113 - Workplace Readiness - Completing the requirements for the National Career Readiness Certificate - Demonstrate Workplace Readiness Skills by Preparing for and completing the requirements for the National Career Readiness Certificate</p> <p>Next Assessment: 2020-2021</p> <p>Start Date: 11/20/2015</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: WorkKeys Pretests, WorkKeys modules, and WorkKeys Assessments</p> <p>Assessment Measure Category: Assignment - Written</p> <p>Criterion: Certificates awarded to the students reflect the national average.</p>	<p>11/20/2015 - Students who took the tests and received a certificate were as follows: 0 Platinum Level – 0% - national results 1% 4 Gold level – 21% - national results 21% 11 Silver level – 58% - national results 55% 4 Bronze level – 21% - national results 17%</p> <p>Criterion Met: Yes</p> <p>Reporting Period: 2014-2015</p>	<p>11/20/2015 - Modules did not show a difference in increasing test scores when compared to previous classes. Removed module requirement from course. Scores for pretests inflated final course grades, so reduced the 300 points to 100 points for completion based on ACT Scale for scores. Overall average course grade was 81.8%</p>
<p>BUS 113 - Workplace Readiness - Critical thinking skills needed for entrance into the workplace - Demonstrate critical thinking skills needed for entrance into the workplace.</p> <p>Next Assessment: 2020-2021</p> <p>Start Date: 11/20/2015</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: WorkKeys Pretests, WorkKeys modules, and WorkKeys Assessments, Cover Letter, and Resume</p> <p>Assessment Measure Category: Assignment - Written</p> <p>Criterion: Student WorkKey pretest scores are similar to WorkKey Assessment scores.</p>	<p>11/20/2015 - Students averaged levels reflected the following:</p> <p>Locating Information Pretest: 4.619 Test: 4.10 Difference: 0.513784461</p> <p>Applied Mathematics Pretest: 5.14 Test: 4.94 Difference: 0.195488722</p> <p>Reading for Information Pretest: 4.52 Test: 5.10 Difference: -0.581453634</p>	<p>11/20/2015 - Continue focusing on preparing students for materials in WorkKeys exams, since training modules have been removed from course. Pretests are being used to prepare students for the actual test questions. Test prep material provided by WorkKeys are reviewed during in class time.</p> <p>Consider running pretests before any review of materials occurs in the classroom to evaluate if classroom time spent on preparation is influencing test scores.</p>

Course Outcomes 1 and ctu.unitid = 683	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
		<p>Criterion Met: Yes</p> <p>Reporting Period: 2014-2015</p>	
<p>BUS 113 - Workplace Readiness - Demonstrate technological awareness - Demonstrate technological awareness by utilizing WebCampus, ACT WorkKeys training modules, and Microsoft Word.</p> <p>Next Assessment: 2020-2021</p> <p>Start Date: 11/20/2015</p> <p>Course Outcome Status: Active</p>	<p>Assessment Measure: Web Campus Profile Assignment, WorkKeys Pretests, WorkKeys Assessments, Cover Letter, and Resume</p> <p>Assessment Measure Category: Assignment - Written</p> <p>Criterion: All students will utilize all required technologies presented in course</p>	<p>11/20/2015 - 3 students did not access WebCampus (all three withdrew from the course)</p> <p>All students used Career Ready training software to complete WorkKeys Pretest</p> <p>1 students did not utilize ASC for WorkKeys Assessments, chose not to take exam</p> <p>1 student did not submit required Word Documents. Student attempted to turn them in handwritten, which was not accepted, but utilized Microsoft Word for draft documents.</p> <p>Criterion Met: Yes</p> <p>Reporting Period: 2014-2015</p>	<p>11/20/2015 - I do a brief WebCampus tutorial in class to show students how to upload documents for assignments. I only accept .doc and .docx for the required Word documents, requiring students to use Microsoft Word for assignments. Students are required in class to access WorkKeys pretest, so I can guide them. They are reminded through announcements that they must take the assessments in the ASC.</p> <p>Continue these practices.</p>