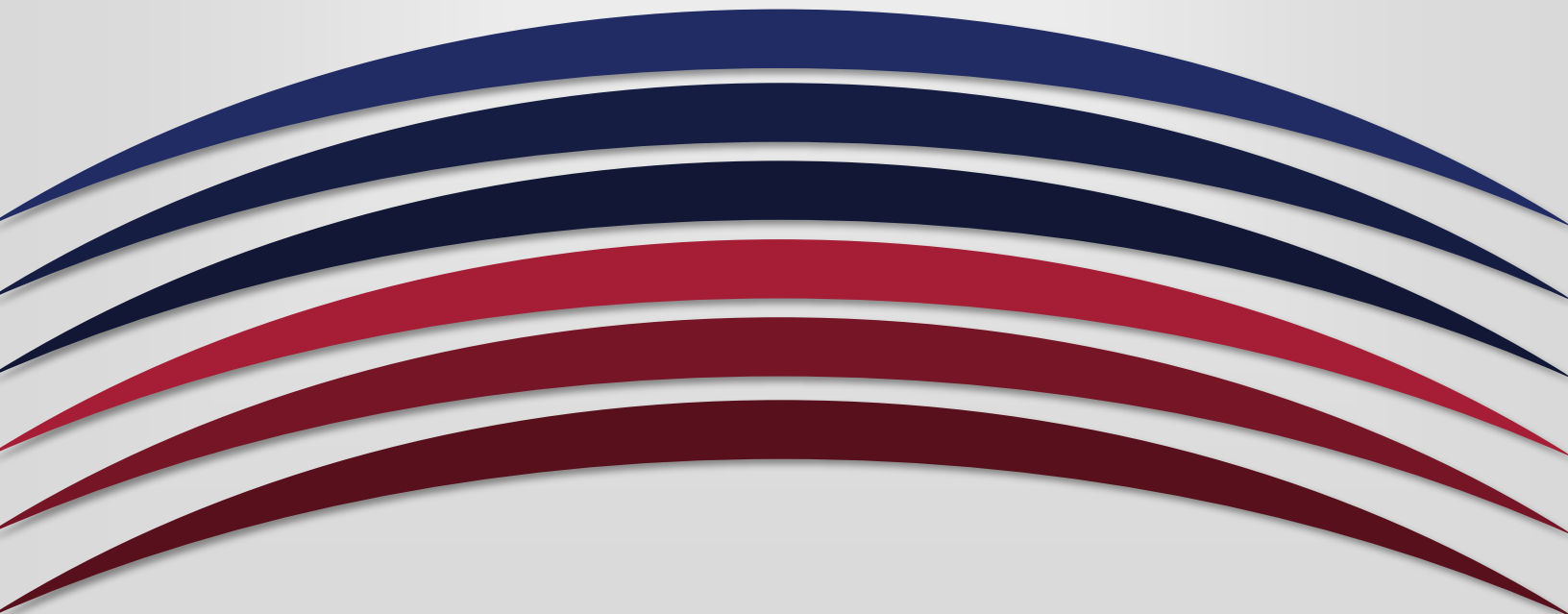# UNIVERSITY OF ARKANSAS PULASKI TECH

# Course-Level Assessment Report
# Course: BUS 1403
# Academic Year: 2020-2021

**Due to Chair/Program Director and Faculty Assessment Chair by September 4**

1. Name of course: BUS 1403 Microcomputer Applications

2. Name of individual(s) compiling report: John R. Price

3. Date of submission: 11-01-2021

4. Academic year: 2020-2021

# Course-Level Learning Outcomes

## 1. What are the Course-Level Outcomes (CLOs)?

| CLO # | Description |
|---|---|
| CLO #1 | Demonstrate managing documents in Microsoft Word |
| CLO #2 | Demonstrate inserting and formatting text, paragraphs, and sections |
| CLO #3 | Demonstrate managing tables and lists. |
| CLO #4 | Demonstrate creating and managing references. |
| CLO #5 | Demonstrate inserting and formatting graphics. |
| CLO #6 | Demonstrate managing and worksheets and workbooks in Microsoft Excel. |
| CLO #7 | Demonstrate managing tables and data. |
| CLO #8 | Demonstrate performing operations by using formulas and functions. |
| CLO #9 | Demonstrate managing charts. |
| CLO #10 | Demonstrate managing presentations in Microsoft PowerPoint. |
| CLO #11 | Demonstrate managing slides. |
| CLO #12 | Demonstrate inserting and formatting text, shapes, and images. |
| CLO #13 | Insert tables, charts, SmartArt, 3D Models, and Media. |
| CLO #14 | Apply transitions and animations. |

2. Which CLOs were addressed for the academic year?

These CLOs were devised at the beginning of the 2021 Fall Semester with the shift to Microsoft Office 2019/365.

3. Which CLOs are being addressed in your assessment plan in the upcoming academic year?

| CLO # | Description |
|---|---|
| CLO 1 | Demonstrate managing documents in Microsoft Word |
| CLO 2 | Demonstrate inserting and formatting text, paragraphs, and sections |
| CLO 3 | Demonstrate managing tables and lists. |
| CLO 4 | Demonstrate creating and managing references. |
| CLO 5 | Demonstrate inserting and formatting graphics. |

## 4. Explain the assessment cycle.

| CLO # | Description | Academic Year Assessed |
|---|---|---|
| CLO #1 | Demonstrate managing documents in Microsoft Word | 2021-22 |
| CLO #2 | Demonstrate inserting and formatting text, paragraphs, and sections | 2021-22 |
| CLO #3 | Demonstrate managing tables and lists. | 2021-22 |
| CLO #4 | Demonstrate creating and managing references. | 2021-22 |
| CLO #5 | Demonstrate inserting and formatting graphics. | 2021-22 |
| CLO #6 | Demonstrate managing and worksheets and workbooks in Microsoft Excel. | 2022-23 |
| CLO #7 | Demonstrate managing tables and data. | 2022-23 |
| CLO #8 | Demonstrate performing operations by using formulas and functions. | 2022-23 |
| CLO #9 | Demonstrate managing charts. | 2022-23 |
| CLO #10 | Demonstrate managing presentations in Microsoft PowerPoint. | 2023-24 |
| CLO #11 | Demonstrate managing slides. | 2023-24 |
| CLO #12 | Demonstrate inserting and formatting text, shapes, and images. | 2023-24 |
| CLO #13 | Insert tables, charts, SmartArt, 3D Models, and Media. | 2023-24 |
| CLO #14 | Apply transitions and animations. | 2023-24 |

## 5. What are the assessment methods? Are they direct or indirect?

We will look at the scoring results of each question step that is associated with a particular CLO in the BUS 1403 Final Exam where these CLO(s) can be found. The Final Exam will denote which CLOs is covered in a particular question.

## 6. What are the assessment goal(s), including benchmarks?

70% of the students will successfully complete (Completely Correct not Partially Correct) a question step covered by a given CLO. Any question step with less the acceptable threshold will be reported to examine.

## 7. What were the findings for the academic year?

There were no findings from this last year because the new CLOs are being implemented this year.

## 8. What is your analysis of the findings?

There is no analysis from this last year because the new CLOs are being implemented this year 2021-22.

## 9. What is the action plan for the upcoming academic year? Explain.

Implement the new CLOs and report the results as outlined in this CLO Report for BUS 1403 Microcomputer Applications.