

Assessment Report: 2020-2021



Office Management: 2020-2021

Course-Level Learning Outcomes

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

- CO1. Learn the basic principles of management and various ways that organizations can be structured.
- CO2. Polish their written and oral communication skills that reflect the professionalism required of managers in today's working environments.
- CO3. Demonstrate problem-solving skills through case study and analysis.
- CO4. Have a working knowledge of the legal and ethical issues associated with recruiting, interviewing, hiring, training, compensating, promoting, disciplining, and terminating employees
- CO5. Evaluate the potential differences in leadership styles and motivational techniques.
- CO6. Be encouraged to develop their own philosophy and approach toward various management issues through discussion of principles, personal experiences, and cases.
- 2. Which CLOs were addressed for this academic year? (2020-2021)
 - CO3. Demonstrate problem-solving skills through case study and analysis.
 - CO5. Evaluate the potential differences in leadership styles and motivational techniques.
- 3. Which CLOs are being addressed in your assessment plan next academic year? (2020-2021)
- 4. Explain the assessment cycle.

All course learning outcomes are addressed but only one or two are highlighted to obtain information for assessment purposes. The same learning outcomes are assessed for at least two semesters in a row to be able to compare data from one academic year to the next.

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

The assessment method used was a case study analysis. It is a direct method utilizing a grading rubric.

6. What are the assessment goal(s)?



Students will demonstrate problem-solving skills through case study and analysis and evaluate the potential differences in leadership styles and motivational techniques.

7. What were the findings for this academic year? (20209-2021)

All succeeded with a 70 percent or better score. Ninety-five percent of students succeeded with an 80% or better score. In 2021-2022, I will strive to have at least the same percentage of students succeeding with a 70% or higher, scoring at least a "Good" in most areas.

8. What is your analysis of the findings?

The majority of the students had a good grasp of the assessment topic.

9. What is the action plan for the next academic year? (2021-2022) Explain.

The same project will be assessed to compare results the previous academic year. Supporting lectures and assignments will be introduced to ensure thorough student understanding of case study methodology.

