COURSE ASSESSMENT

Course: **BU 095**
Semester: **Fall 2013**
# of Students: **BU 095/P1: 25 Students**
BU 095/P2: 20 Students
BU 095/P3:17 students

Submitted by: Joyce Raby

Student Learning Outcome	Program Learning Outcome	I, D, M	Reflection/Comment
1. Describe the office workplace and its environment.	PLO 2. Demonstrate general computer competence and information technology literacy.	I,D	BU 095/P1: 23 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
	PLO 3. Demonstrate proper office procedures and management techniques.	I,D	BU 095/P2: 19students were successful in meeting the objective by passing the class with grades of A, B,
	PLO 6. File documents properly and use office machines.	I,D	BU 095/P3: 15 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
2. Identify techniques for being productive in the office.	PLO 2. Demonstrate general computer competence and information technology literacy.	I,D	Assessments were done by Tests, class work,and projects BU 095/P1: 23 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
	PLO 3. Demonstrate proper office procedures and management techniques.	I,D	BU 095/P2: 19students were successful in meeting the objective by passing the class with grades of A, B, BU 095/P3: 15 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
	PLO 6. File documents properly and use office machines.	I,D	Assessments were done by Tests, class work,and projects
3. Demonstrate and explain ethical behavior in the workplace	PLO 2. Demonstrate general computer competence and information technology literacy.	I,D	BU 095/P1: 23 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
	PLO 3. Demonstrate proper office procedures and management techniques.	I,D	BU 095/P2: 19students were successful in meeting the objective by passing the class with grades of A, B, BU 095/P3: 15 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
	PLO 6. File documents properly and use office machines.	I,D	Assessments were done by Tests, class work,and projects
4. Use office machines, such as computers fax, calculators, copy machines and telephone.	PLO 2. Demonstrate general computer competence and information technology literacy.	I,D	BU 095/P1: 23 Students were successful in meeting the objective by passing the class with grades of A, B, C&D
	PLO 3. Demonstrate proper office procedures and management techniques.	I,D	BU 095/P2: 19students were successful in meeting the objective by passing the class with grades of A, B,
	PLO 6. File documents properly and use office machines.	I,D	BU 095/P3: 15 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
5. Relate to others effectively inside and outside the organization by written or oral communication.	FLO 2. Demonstrate general computer competence and information technology literacy.	I,D	Assessments were done by Tests, class work, and projects BU 095/P1: 23 Students were successful in meeting the objective by passing the class with grades of A, B, C&D
	FLO 3. Demonstrate proper office procedures and management techniques.	I,D	BU 095/P2: 19students were successful in meeting the objective by passing the class with grades of A, B, BU 095/P3: 15 Students were successful in meeting the objective by passing the class with grades of A, B, C & D

			Assessments were done by Tests, class work, and projects
6. Set up and control a suitable filint system	PLO 6: File documents properly and use office machines.	I,D	BU 095/P1: 23 Students were successful in meeting,
	PLO 2. Demonstrate general computer competence and information technology literacy.	I,D	the objective by passing the class with grades of A, B, C &D BU 095/P2: 19students were successful in meeting
	PLO 3. Demonstrate proper office procedures and management techniques.	I,D	the objective by passing the class with grades of A, B, BU 095/P3: 15 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
	PLO 6. File documents properly and use office machines.	I,D	Assessments were done by Tests, class work,and projects
7. Arrange business trips,meeting, and conferences.	PLO 2. Demonstrate general computer competence and information technology literacy.	I,D	BU 095/P1: 23 Students were successful in meeting the objective by passing the class with grades of A, B, C &D BU 095/P2: 19students were successful in meeting
	PLO 3. Demonstrate proper office procedures and management techniques.	I,D	the objective by passing the class with grades of A, B, BU 095/P3: 15 Students were successful in meeting the objective by passing the class with grades of A, B, C & D
	PLO. 6. File documents properly and use office machines.	I,D	Assessments were done by Tests, class work,and projects

Additional Observation:

BU 095/P1: 2 students got grades of F due to them missing tests, low attendance and low scores

BU 095/P2: 1 student got grade of F due to her missing tests, low attendance and low scores

Bu 095/P3: 2 students got grades of F due to them missing tests and class works, low scores, and never come to class after midterm

Special Comment:

[signature]

Joyal Roby
Instructor

Date: 12/16/13

Please check which of the following were assessed in this course:

Institution Learning Outcomes:

COM-FSM graduates will demonstrate that they can:

- _x_ a. communicate effectively
- _x_ b. employ critical thinking */& problem solving]*
- _x_ c. possess specific knowledge and skills in a major discipline or professional program of study
- _x_ d. take responsibility and develop skills for learning
- _x_ e. interact responsibly with people, cultures, and their environment