

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

ACCT 1003 Introduction to Accounting Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Record in equation form the financial effects of business transactions. 2. Define and identify the relationship between asset, liability and owner’s equity accounts. 3. Analyze the effects of business transactions on a firm’s assets, liabilities, and owner’s equity. 4. Analyze business transactions and enter them in asset, liability, owner’s equity, revenue and expense T accounts. 5. Develop a chart of accounts. 6. Record transactions in the general journal. 7. Post journal entries to general ledger accounts. 8. Prepare adjustments for unrecorded business transactions. 9. Complete the worksheet. 10. Prepare income statement, statement of owner’s equity, and balance sheet. 11. Journalize and post the adjusting entries. 12. Journalize and post closing entries. 13. Prepare a post closing trial balance. 14. Complete a mini-practice set setting up and completing accounting cycle for a service company while applying all learning outcomes. 15. Complete a comprehensive final exam over all learning outcomes. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view “narrated” power point presentations of the concept, and to view the “topic tackler” section of the textbook learning site to create discussions among students.</p> <p>Students will complete a mini-practice set (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) on a service company.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p> <p>Mini-practice set covering all learning outcomes.</p>	<p>Changing to only one practice set for this course.</p> <p>Also, doing more in-class graded problems..</p>

<p>ACCT 1123 ACCOUNTING 1 Student Learning Outcomes After successful completion of this course, the student will be able to:</p>	<p>Learning Activities to achieve Student Learning Outcomes</p>	<p>Assessment of Learning Outcome</p>	<p>Changes for better student learning.</p>
<ol style="list-style-type: none"> 1. Prepare basic general journal entries, general ledger posting, worksheets, adjusting entries and closing entries. for a service company. 2. Prepare basic financial statements in proper format. 3. Complete mini-practice set 1 involving setting up and recording entries for a Service Company that uses only the General journal and General Ledger. 4. Prepare transaction entries in special journals including: purchases journal, sales journal, cash receipts journal and cash payments journal to record business transactions for businesses using special journals and subsidiary ledgers. 5. .Complete mini-practice set 2 involving setting up and recording entries for a Merchandising Company that uses special journals and ledgers. 6. Prepare accounting entries to record and pay payroll. 7. Prepare a bank reconciliation statement and appropriate entries in the journal for reconciliation items. 8. Prepare and post adjusting entries for a merchandising company. 9. Prepare multi-step income statement and classified balance sheet for a merchandising company. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students may view the archived video of class sessions missed or for review of concepts.</p> <p>Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view “narrated” power point presentations of the concept, and to view the “topic tackler” section of the textbook learning site to create discussions among students.</p> <p>Students will complete a mini-practice set (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) on a service company.</p> <p>Students will complete a mini-practice set (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) on a merchandising company using special journals.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p> <p>Mini-practice sets applying all learning outcomes.</p>	<p>Will focus more on the 2 mini-practice sets found in textbook.</p> <p>More in-class graded problems.</p> <p>More in-class group work on problems.</p>

<p>ACCT 2133 ACCOUNTING 2 Student Learning Outcomes</p>	<p>Learning Activities to achieve Student Learning Outcomes</p>	<p>Assessment of Learning Outcome</p>	<p>Changes for better student learning.</p>
<ol style="list-style-type: none"> 1. Describe the process used to develop generally accepted accounting principles. 2. Identify, assess, and apply the assumptions that underlie current accounting principles and procedures and the modifying conventions that can alter their application. 3. Properly handle uncollectible accounts receivable. 4. Properly record and handle notes payable and notes receivables. 5. Compute inventory cost by applying four commonly used costing methods. 6. Compute and record depreciation of property, plant, and equipment by commonly used methods. 7. Classify assets according to Modified Accelerated Cost Recovery System classes for federal income tax purposes. 8. Record sales of plant and equipment. 9. Record asset trade-ins using the income tax method and the fair market value method. 10. Compute and record depletion of natural resources. 11. Compute and record amortization of intangible assets. 12. Recognize asset impairment and the general concepts of accounting for impairment. 13. Explain the major advantages and disadvantages of a partnership. 14. Describe the different types of stock. 15. Complete a worksheet for a corporation. 16. Record corporate adjusting and closing entries. 17. Name and define the various types of bonds. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students may view the archived video of class sessions missed or for review of concepts.</p> <p>Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view “narrated” power point presentations of the concept, and to view the “topic tackler” section of the textbook learning site to create discussions among students.</p> <p>Students will complete a mini-practice set 3 (Set up ledger accounts, journalize transactions, post to ledger accounts, prepare the worksheet, prepare statements, journalize and post adjusting and closing entries, and prepare the post closing trial balance) for a corporation.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p> <p>Mini-practice set covering all learning outcomes.</p>	<p>Eliminate Bright Landscapes Practice Set.</p> <p>Focus on Mini Set 3 in textbook.</p> <p>More in class group work on problems.</p>

ACCT2283 Managerial Accounting Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1) Identify the principles of internal control. 2) Prepare and record vouchers in a voucher register. 3) Identify concepts of profit and cost centers. 4) Demonstrate how to identify direct and indirect expenses and allocate indirect expenses to departments. 5) Prepare a departmental income statement using the contribution margin approach. 6) Prepare a statement of cost of goods manufactured. 7) Prepare worksheet and statements for a manufacturing firm. 8) Demonstrate how a job order cost system is used. 9) Show the computation of equivalent units. 10) Demonstrate the preparation of the cost of production report. 11) Show how to compute the unit cost of manufacturing using the process cost accounting system. 12) Properly record the general journal entries tracing the flow of production costs. 13) Discuss and define fixed, variable, and semivariable costs and how they relate to changes in manufacturing activity. 14) Show how the standard costs per unit are developed. 15) Show how to prepare an income statement using the absorption and direct costing methods. 16) Show how to use relevant costs and revenue data for decision-making purposes. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students may view the archived video of class sessions missed or for review of concepts.</p> <p>Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view “narrated” power point presentations of the concept, and to view the “topic tackler” section of the textbook learning site to create discussions among students.</p> <p>Students will complete a manufacturing company accounting simulation.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p> <p>Simulation covering all learning outcomes.</p>	<p>Use Foxcoor Mfg. Practice Set for simulation.</p>

MATH 1133 Math with Business Applications Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<p>Upon successful completion of this course, the student will demonstrate the ability to:</p> <ol style="list-style-type: none"> 1. Perform the operations of addition, subtraction, multiplication, and division of whole numbers. 2. Perform the operations of addition, subtraction, multiplication, and division of fractions. 3. Perform mathematical operations with decimals. 4. Complete deposit slips and compute bank balances and reconcile bank statements. 5. Convert decimals, fractions, and percents and compute percent increase and percent decrease. 6. Solve for an unknown variable in equations. 7. Solve payroll problems including gross pay, deductions, and net pay. 8. Solve problems involving simple interest. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students may view the archived video of class sessions missed or for review of concepts.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students will use the self-paced workbook to review and study concepts.</p> <p>Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of mathematical concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	<p>Do more group work in class for working problems.</p>

ACCT 2163 Federal Income tax Accounting Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Determine Taxes, 2. Calculate Personal and Dependency Exemptions 3. Determine Gross Income: Concepts, Inclusions and Exclusions. 4. Determine Deductions and Losses, 5. Determine Depreciation, Cost Recovery, Amortization, and Depletion. 6. Determine Deductions for Employee, and Self Employed Individuals 7. Determine Itemized Deductions. 8. Calculate Alternative Minimum Tax. 9. Identify tax credits and payment procedures. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete questions and problems demonstrating mastery of outcome as homework and group assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor.</p> <p>Students may view the archived video of class sessions missed or for review of concepts.</p> <p>Students will complete assigned segments located on the CCH Study Mate Online Tax Tutor www.cchstudymate.com for extensive learning of concept and immediate feedback.</p> <p>Students will complete Cumulative Problems demonstrating ability to apply tax concepts.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of tax concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>CCH Study Mate Online graded problems demonstrating ability to perform learning outcome.</p> <p>.</p> <p>Comprehensive Final Exam over all learning outcomes.</p> <p>Cumulative Problem covering all learning outcomes.</p>	<p>Extensive use of the CCH Study Mate Online Tax Tutor.</p>

ACCT 2153 Payroll Accounting Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Determine the need for payroll and personnel records. 2. Compute Wages and Salaries. 3. Determine and set up Social Security Taxes for employees. 4. Determine and set up Income Tax Withholding for employees 5. Determine unemployment compensation taxes 6. Analyze and Journalize payroll transactions. 7. Complete a Payroll Project simulating real-life experience. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework assignments. All homework assignments will be discussed in the next class session and correct answers demonstrated by instructor. Students may also go to My Ozarka Content Module to view solutions of homework assignments before the next class session. This allows students to receive immediate feedback while doing the homework at home.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students may view the archived video of class sessions missed or for review of concepts.</p> <p>Students are encouraged to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view “narrated” power point presentations of the concept, and to view the “topic tackler” section of the textbook learning site to create discussions among students.</p> <p>Students will complete an entire payroll project covering 3 months of payroll records.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p> <p>Simulation covering all learning outcomes.</p>	<p>Focus on the simulation of all learning activities.</p> <p>Offer the computer section as bonus.</p>

Course	Learning Activities	Assessment	Changes
CIS2353 Electronic Spreadsheet Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Enter text, dates, data, and formulas into a worksheet. 2. Use the SUM, AVERAGE, and MAX functions. 3. Copy and paste formulas 4. Set up a worksheet for printing 5. Create charts using Chart Wizard 6. Define the elements of an Excel list. 7. Format and edit multiple worksheets at the same time. 8. Trace and fix a formula error 9. Demonstrate the principles of multiple what-if analyses. 10. Use Solver to find the best solution. 11. Import data from a text file 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class objective and production tests demonstrating mastery of outcome.</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p>	<p>Pretest to evaluate level of comprehension</p> <p>Objective and production tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up, graded, and returned by the next class for immediate feedback and to demonstrate ability to perform learning outcome.</p> <p>Mini practice set covering all learning outcomes.</p> <p>Comprehensive objective and production final exam over all learning outcomes.</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

Course	Learning Activities	Assessment	Changes
BUS2013 Business Communications Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Explain how culture affects communication and describe methods fro improving cross-cultural communication. 2. Identify and implement the three phases of the writing process. 3. Compare direct and indirect patterns for organizing ideas. 4. Describe effective techniques for proofreading routing and complex documents. 5. Write direct claims letter. 6. Write an effective sales letter 7. Describe techniques for delivering bad news sensitively. 8. Describe the kinds of informal reports. 9. Describe the parts of a formal report 10. Explain techniques for responding professionally to workplace criticism 11. Explain how to design an effective multimedia presentation. 12. Write an effective resume and cover letter. 13. Explain how to prepare before, during and after an interview. 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class tests demonstrating mastery of outcome.</p> <p>Students may view “archived lectures” of all class sessions found in the My Ozarka Archived Lecture section</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p>	<p>Pretest to evaluate level of comprehension</p> <p>Chapter tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up and files graded in class for immediate feedback and to demonstrate ability to perform learning outcome.</p> <p>Comprehensive final exam over all learning outcomes.</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

Course	Learning Activities	Assessment	Changes
BUS2663 Legal Environment of Business Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Describe differences between civil law and criminal law 2. Identify a variety of legal documents common to personal and business transactions. 3. Explain the legal implications of various business transactions. 4. Define the difference between a trial court and an appellate court. 5. Explain the difference between duty-based ethics and outcome-based ethics. 6. Define the purpose of tort law. 6. Explain intellectual property. 7. Explain the broad categories of crimes. 8. Define the elements necessary to a valid contract. 9. Explain the elements to a legal online contract. 10. Explain the basic requirements for executing a will. 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class tests demonstrating mastery of outcome.</p> <p>Students may view “archived lectures” of all class sessions found in the My Ozarka Archived Lecture section</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p>	<p>Pretest to evaluate level of comprehension</p> <p>Chapter tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up and files graded in class for immediate feedback and to demonstrate ability to perform learning outcome.</p> <p>Comprehensive final exam over all learning outcomes.</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

Course	Learning Activities	Assessment	Changes
BUS2613 Business Principles Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Identify skills managers need to lead businesses in the new century 2. Describe the factors that influence business ethics 3. Describe how businesses' social responsibility is measured 4. Explain the factors that drive demand and supply 5. Identify the major barriers that confront global businesses 6. Summarize the basic forms of business ownership 7. Describe the role of entrepreneurs in the economy 8. Describe some challenges associated with Internet selling. 9. Describe employee-management relations in nonunion organizations. 10. Describe the factors that can cause conflict in teams. 11. Outline the importance of production and operations management. 12. Identify each of the methods available for segmenting consumer and business markets. 13. Identify the stages of the product life cycle. 14. Identify the factors that influence the selection of a promotional mix. 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome.</p> <p>Students may view "archived lectures" of all class sessions found in the My Ozarka Archived Lecture section</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p>	<p>Pretest to evaluate level of comprehension</p> <p>Chapter tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up, graded and returned to students next class to provide immediate feedback on mastery of learning outcome.</p> <p>Comprehensive final exam over all learning outcomes</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

Course	Learning Activities	Assessment	Changes
ACCT2143 Computerized Accounting Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Open, navigate, and backup a file in Quickbooks. 2. Display, add, and delete accounts. 3. View and Print check register, make deposits and write checks. 4. View, add, and delete customers 5. Create purchase orders, enter and pay bills. 6. Track time, enter hours, and pay payroll 7. Generate and print various reports 8. Create and edit various lists and accounts. 9. Record owner's investment, purchase transactions, and make adjusting entries. 10. Create and edit accounts and lists associates with a virtual company. 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class tests demonstrating mastery of outcome.</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p> <p>Student will complete virtual companies demonstrating mastery of all learning outcomes.</p>	<p>Pretest to evaluate level of comprehension</p> <p>Chapter tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up and files graded in class for immediate feedback and to demonstrate ability to perform learning outcome.</p> <p>Comprehensive final exam over all learning outcomes.</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

Course	Learning Activities	Assessment	Changes
CIS2393 Desktop Publishing Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Explain design elements in a desktop published document. 2. Design an internal business document using a variety of typefaces, typestyles, type sizes, and special symbols. 3. Design letterheads, envelopes, and business cards using Word. 4. Design calendars and personal stationery 5. Create promotional documents using a variety of Word's special features. 6. Create brochures and booklets using a variety of page layouts and design techniques. 7. Create specialty promotional documents 8. Create onscreen presentations using PowerPoint. 9. Create newsletters using Word features to improve readability. 10. Define the elements of a newsletter. 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class tests demonstrating mastery of outcome.</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p>	<p>Pretest to evaluate level of comprehension</p> <p>Chapter tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up and files graded in class for immediate feedback and to demonstrate ability to perform learning outcome.</p> <p>Comprehensive final exam over all learning outcomes.</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

Course	Learning Activities	Assessment	Changes
BUS1213 Information Processing Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Demonstrate effective proofreading and editing skills. 2. Key 50 + wpm on a five minute timing with five or fewer errors. 3. Apply word processing functions in formatting and editing. 4. Format tables, reports, and correspondence with displays and enumerations. 5. Design announcements, forms, newsletters, and reports 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class production tests demonstrating mastery of outcome.</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p> <p>Student will complete a mini simulation applying all learning objectives.</p>	<p>Pretest to evaluate level of comprehension</p> <p>Production tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up, graded, and returned by the next class for immediate feedback and to demonstrate ability to perform learning outcome.</p> <p>Mini practice set covering all learning outcomes.</p> <p>Comprehensive production final exam over all learning outcomes.</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

Course	Learning Activities	Assessment	Changes
MGMT2403 Records Management Student learning outcomes	Student activities to achieve each student learning outcome	Assessment of learning outcome	Changes to better student learning
<ol style="list-style-type: none"> 1. Demonstrate correct manual filing and records management skills 2. Apply alphabetic filing procedures 3. Index, code, and arrange personal, business, and organization names. 4. Index, code, and arrange government names. 5. Describe subject records management 6. Organize files using subject arrangement 6. Organize files numerically 7. Organize files geographically 8. Demonstrate correct tickler file management 9. Trace retention and destruction cycle 10. Organize and manage computer files 	<p>Students will discuss learning outcome concept presented in class by the instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome.</p> <p>Students will complete in-class finding tests demonstrating mastery of outcome.</p> <p>Students may view “archived lectures” of all class sessions found in the My Ozarka Archived Lecture section</p> <p>Students are encourage to use the textbook learning site to take additional quizzes for immediate feedback and use the tutorial exercises provided, to view power point presentations of the concept, and to view the optional exercises.</p> <p>Students will complete a mini-practice set applying all learning objectives (alphabetic filing, numeric and geographic filing)</p>	<p>Pretest to evaluate level of comprehension</p> <p>Chapter tests to demonstrate mastery of learning outcomes.</p> <p>Homework taken up and files graded in class for immediate feedback and to demonstrate ability to perform learning outcome.</p> <p>Mini practice set covering all learning outcomes.</p> <p>Comprehensive final exam over all learning outcomes.</p>	<p>If 30 % of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

IST 2403 Networking Essentials 1 Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Identify the benefits of networks. 2. Install and configure a network interface card. 3. Design a network. 4. Install a Windows Server. 5. Configure Windows XP 6. Install Windows Active Directory 7. Create network file systems. 8. Plan a secure network. 9. Implement Windows network management. 10. Define each of the functions of the seven layer OSI model. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework and in class production assignments.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students will complete objective theory quizzes and exams in My Ozarka Exams.</p> <p>Students are encouraged to use the textbook learning site and use the tutorial exercises provided.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	

IST 2713 Computer Ethics and Security Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Identify and prioritize information assets. 2. Identify and prioritize threats to information assets. 3. Define an information security strategy and architecture. 4. Plan for and respond to intruders in an information system. 5. Describe legal and public relations implications of security and privacy issues 6. Present a disaster recovery plan for recovery of information assets after an incident. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework and in class production assignments.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students will complete objective theory quizzes and exams in My Ozarka Exams.</p> <p>Students are encouraged to use the textbook learning site and use the tutorial exercises provided.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	

MGMT 2663 Small Business Management Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Define an entrepreneurial opportunity. 2. Prepare a Business Plan for a small business. 3. Develop a Marketing Plan. 4. Define strategies necessary in a small business market. 5. Identify issues involved in managing small businesses. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework and in class production assignments.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students will complete objective theory quizzes and exams in My Ozarka Exams.</p> <p>Students are encouraged to use the textbook learning site and use the tutorial exercises provided.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	

MGMT 2603 Financial Planning Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Complete a personal financial statement. 2. Prepare a personal budget. 3. Identify how to properly manage income and expenses. 4. Determine when credit is good or not good. 5. Identify insurance needs and how to look for best buys. 6. Identify steps in investing in financial markets. 7. Develop a plan to buy a house. 8. Develop a plan for retirement. 9. Identify how and where to get help in estate planning. 10. Describe effective tax planning. 	<p>Students will participate in viewing power point presentation and discussing the learning outcome concept presented in class by instructor.</p> <p>Students will complete exercises and problems demonstrating mastery of outcome as homework and in class production assignments.</p> <p>Students will complete in-class exercises and problems demonstrating mastery of outcome and discuss solutions with classmates.</p> <p>Students will complete in-class quizzes demonstrating mastery of outcome and receive immediate feedback by discussing with classmates and seeing correct solution demonstrated by instructor.</p> <p>Students will complete objective theory quizzes and exams in My Ozarka Exams.</p> <p>Students are encouraged to use the textbook learning site and use the tutorial exercises provided.</p>	<p>Quizzes on My Ozarka to demonstrate grasp of accounting concept.</p> <p>In-Class quizzes for immediate assessment and feedback.</p> <p>In-Class graded problems demonstrating ability to perform learning outcome.</p> <p>In-Class problem exams over each learning outcome.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

CIS 1303 Computer Information Systems Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1) Identify and define the various computer types and components. 2) Explain the various Internet services such as the Web, e-mail, FTP, newsgroups, chat rooms, and instant messaging. 3) Examine the different types of computer software and classify each one as either system software or application software. 4) Identify and explain the components of the system unit. 5) Explain and compare the various computer input devices. 6) Explain and compare the various computer output devices. 7) Explain and compare the various computer storage devices. 8) Define and explain the different types of system software. 9) Explain and compare the types of computer communications and networks. 	<p>Students will read each textbook chapter which covers one or more of the course learning objectives.</p> <p>Students will complete chapter assignments which will each cover one or more of the course learning objectives.</p> <p>Students will complete quizzes and exams which will cover the course learning objectives.</p> <p>Students are encouraged to use the textbook website to assess their understanding of the chapter content and to aid in their learning of the chapter content.</p> <p>Students will discuss relevant issues related to the course learning objectives in the MyOzarka discussion board.</p>	<p>Quizzes and Exams in MyOzarka to demonstrate the understanding of the course concepts.</p> <p>Assignments from the textbook website to demonstrate the understanding of the course concepts.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

BUS 1133 Keyboarding Essentials Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Operate computer keyboard letter, number and symbol keys by touch. 2. Format various types of business, personal business, and personal documents. 3. Demonstrate effective proofreading and editing skills. 4. Display proper keyboarding technique and posture. 5. Type 30+ words per minute on three-minute timed writings. 	<p>Students will complete skill building lessons to learn and master each new keystroke.</p> <p>Students will complete timed writings to further develop their keyboarding skills.</p> <p>Students will complete various types of business documents.</p> <p>Students will take a production exam to assess their ability to use the keyboard to type and format various business documents.</p>	<p>Lessons and production assignments to demonstrate the ability to use the keyboard and create business documents.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

CIS 1333 Microcomputer Applications Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Operate a computer through the Windows XP operating system. 2. Perform word processing using Microsoft Word 2007. 3. Develop presentation graphics using Microsoft PowerPoint 2007 4. Develop spreadsheets using Microsoft Excel 2007. 5. Manage a database using Microsoft Access 2007. 6. Create and present a Microsoft PowerPoint presentation. 	<p>Students will complete production assignments for each learning outcome.</p> <p>Students will complete practice tests on the textbook website for each textbook chapter covered.</p> <p>Students will create and present a presentation using Microsoft PowerPoint.</p> <p>Students will take quizzes and exams to assess their understanding of each course objective.</p>	<p>Quizzes and Exams in MyOzarka to demonstrate the understanding of the course concepts.</p> <p>Assignments from the textbook website to demonstrate the understanding of the course concepts.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

ECON 2313 Principles of Economics Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Define economics and discuss basic economic principles such as scarce resources, unlimited wants, and economic analysis. 2. Explain the tools of economic analysis such as opportunity cost, comparative advantage, specialization, exchange, and the production possibilities curve. 3. Discuss and differentiate among the four types of economic decision makers including households, firms, government, and the world. 4. Analyze demand and supply curves. 5. Discuss demand and supply elasticity. 6. Define and analyze consumer choice and utility. 7. Discuss production and cost in the firm. 8. Discuss and compare the four types of market structure including perfect competition, monopoly, monopolistic competition, and oligopoly. 9. Explain resource markets. 10. Discuss labor market and labor unions. 11. Discuss capital, interest, and corporate finance. 	<p>Students will read each textbook chapter which covers one or more of the course learning objectives.</p> <p>Students will complete chapter assignments which will each cover one or more of the course learning objectives.</p> <p>Students will complete quizzes and exams which will cover the course learning objectives.</p> <p>Students are encouraged to use the textbook website to assess their understanding of the chapter content and to aid in their learning of the chapter content.</p> <p>Students will discuss relevant issues related to the course learning objectives in the MyOzarka discussion board.</p>	<p>Quizzes and Exams in MyOzarka to demonstrate the understanding of the course concepts.</p> <p>Assignments from the textbook to demonstrate the understanding of the course concepts.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

MKTG 2633 Principles of Marketing Student Learning Outcomes	Learning Activities to achieve each Student Learning Outcome	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Define marketing and explain the marketing concept and marketing mix. 2. Discuss the various parts of the marketing environment. 3. Discuss the global aspects of marketing. 4. Explain the consumer decision-making process. 5. Distinguish between business marketing and consumer marketing and discuss the various aspects of business marketing. 6. Explain the market segmentation process and the different types of market segmentation. 7. Discuss the marketing research process. 8. Differentiate between products and services explain the various types of products and services. 9. Explain the new product development process. 10. Discuss marketing channels and supply chain management. 11. Define retailing and discuss the various types of retailers. 12. Discuss marketing communications and advertising. 13. Explain public relations, sales promotion, and personal selling 14. Discuss the various pricing concepts.. 	<p>Students will read each textbook chapter which covers one or more of the course learning objectives.</p> <p>Students will complete chapter assignments which will each cover one or more of the course learning objectives.</p> <p>Students will complete quizzes and exams which will cover the course learning objectives.</p> <p>Students are encouraged to use the textbook website to assess their understanding of the chapter content and to aid in their learning of the chapter content.</p> <p>Students will discuss relevant issues related to the course learning objectives in the MyOzarka discussion board.</p> <p>Students will complete a research paper which covers all of the learning objectives.</p>	<p>Quizzes and Exams in MyOzarka to demonstrate the understanding of the course concepts.</p> <p>Assignments from the textbook to demonstrate the understanding of the course concepts.</p> <p>Comprehensive Final Exam over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

IST 1503 Internet Technologies Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1) Define and identify HTML tags. 2) Code headings, numbered lists, and bulleted lists. 3) Identify and compare HTML organization techniques. 4) Create and compare different types of hyperlinks. 5) Control size, style, and color of fonts. 6) Insert, resize, and hyperlink graphics and pictures. 7) Define and create tables and input tags in HTML. 8) Define and create a frame in HTML. 9) Explain the purpose of JavaScript. 10) Define and handle JavaScript objects, methods, and syntax. 11) Differentiate among the names and usage of JavaScript events. 12) Identify and create rollovers, banners, random images, and slide shows. 13) Explain JavaScript input controls, data validation, and create an HTML form with JavaScript functionality. 14) Define and create a JavaScript function with a parameter list. 15) Create and examine JavaScript frames. 	<p>Class lectures will introduce the terms, concepts, and techniques needed to achieve the learning outcome.</p> <p>Instructor-led tutorial Lessons will demonstrate the concepts and techniques.</p> <p>Review Questions from the Lessons will reinforce the terms, concepts, and techniques.</p> <p>Hands-on Summary Projects will allow students to practice the concepts and techniques.</p> <p>Unit Reviews to summarize material and reinforce terms, concepts, and techniques.</p> <p>Review PowerPoint presentation in MyOzarka.</p>	<p>In-class feedback from tutorial Lessons and Summary Projects.</p> <p>Review Questions in MyOzarka to demonstrate grasp of terms, concepts, and techniques will provide immediate feedback and flag areas of study for exams.</p> <p>Grades on Summary Projects to demonstrate utilization of concepts and techniques will provide feedback on HTML tags and JavaScript coding.</p> <p>Unit Review Questions in MyOzarka to demonstrate grasp of terms, concepts, and techniques will provide immediate feedback and flag areas of study for exams.</p> <p>Grades on Unit Review Summary Projects to demonstrate a working knowledge of HTML tags and JavaScript code.</p> <p>Objective Lesson Exams in MyOzarka over each learning outcome.</p> <p>Comprehensive Final Exam in MyOzarka over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

IST2803 Intro to Database Concepts Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1. Create a database using Microsoft Access 2007 2. Define table relationships. 3. Query a database. 4. Create basic forms and reports. 5. Enhance table design. 6. Create advanced queries. 7. Create custom forms and reports. 8. Create PivotTables and PivotCharts. 	<p>Class lectures and demonstrations will introduce the terms, concepts, and techniques needed to achieve the learning outcome.</p> <p>Session Quick Checks will reinforce the terms, concepts, and techniques.</p> <p>Hands-on Tutorial assignments to provide immediate feedback and reinforce the learning outcome.</p> <p>Hands-on Review assignments and Case problems to provide feedback and demonstrate working knowledge of learning outcome.</p> <p>Review PowerPoint presentation in MyOzarka.</p>	<p>In-class feedback from Tutorial, Review, and Case assignments.</p> <p>In-class review of Session Quick Checks to demonstrate grasp of terms, concepts, and techniques will provide immediate feedback and flag areas of study for exams.</p> <p>Grades on Tutorial, Reviews, and Cases to demonstrate a working knowledge of the learning outcome.</p> <p>Objective Tutorial Exams in MyOzarka over each learning outcome.</p> <p>Comprehensive Final Exam in MyOzarka over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

MGMT2623 Management Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1) Define the term <i>manager</i>, explain the management process, identify the functions of management, differentiate the managerial roles, and categorize the basic managerial skills. 2) Discuss the development of management thought, and identify the different schools of thought. 3) Discuss the importance of the global marketplace and cultural diversity to managers, and identify the challenges facing the global managerial worker. 4) Explain the competitive advantage of a culturally diverse workforce. 5) Examine the demands that technology and the Internet place on the manager's job, and distinguish factors associated with success in e-business. 6) Discuss social responsibility and ethical issues facing managers today. 7) Discuss planning, examine how it relates to business strategy, and explain the use of planning documents. 8) Explain the steps involved in the business decision-making process, discussing the importance of creativity and problem-solving. 9) Identify and explain the quantitative techniques for planning and decision making in business. 10) Discuss job design and work schedules. 11) Define organizational structure, examine the impact of organizational culture, and discuss how changes are 	<p>Class lectures will introduce the terms, concepts, and techniques needed to achieve the learning outcome.</p> <p>Online quizzes on MyOzarka reinforce the terms, concepts, and techniques.</p> <p>End-of-Chapter case studies reinforce the terms, concepts, and techniques.</p> <p>Online discussion postings reinforce the terms, concepts, and techniques.</p> <p>Review PowerPoint presentation in MyOzarka.</p> <p>View archived lectures of all class sessions in MyOzarka.</p>	<p>In-class feedback from class discussions and activities.</p> <p>Online quizzes on MyOzarka to demonstrate grasp of terms, concepts, and techniques will provide immediate feedback and flag areas of study for exams.</p> <p>Grades on End-of-Chapter case studies to demonstrate a working knowledge of the learning outcome.</p> <p>Grades on MyOzarka discussion postings to demonstrate a working knowledge of the learning outcome.</p> <p>Objective Chapter Exams in MyOzarka over each learning outcome.</p> <p>Comprehensive Final Exam in MyOzarka over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

ASSESSMENT & DOCUMENTATION PROCEDURES FOR BUSINESS TECHNOLOGY COURSES 2008-2009

MGMT2623 Management Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<p>managed.</p> <p>12) Discuss strategic human resource planning and the staffing process model.</p> <p>13) Differentiate between leadership and management, identifying leadership characteristics and styles.</p> <p>14) Explain the relationship among motivation, performance, and commitment, and discuss how managers can motivate employees.</p> <p>15) Discuss the communication process, how communication flows in an organization, and barriers to communication.</p> <p>16) Define teams, groups, and teamwork, and discuss how businesses can utilize and build this resource.</p> <p>17) Discuss the control process, and explain the importance of control to the planning process, listing the types of controls.</p> <p>18) Discuss the importance of managing ineffective performers effectively.</p>			

MGMT2643 Human Relations Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1) Explain the meaning of human relations and examine how the study of human relations will help you succeed. 2) Define perception and illustrate differences in perception through examples of how perceptions can affect workplace relationships. 3) Determine why motivation is important in the workplace and identify the major theories of human motivation. 4) Define communication and explain the role of the communication process and feedback in human relations 5) Define a problem and list the steps in problem solving, discussing the importance of creativity and how to find and improve it in the workplace. 6) Explain how organizational structure can affect functional effectiveness and the ability of the organization to change. 7) Examine the common thread of groups – satisfying organizational or individual needs – and discuss the importance, dynamics, and problems associated with working with others. 8) Define a team, differentiating between a team and a group, and discuss the benefits and drawbacks of teamwork and the team approach. 9) Define diversity, discuss the conflict in diverse environments, and describe how diversity can help businesses be competitive. 10) Explain the importance of planning and setting goals. 11) Define leadership, discuss historical management theories, identify leadership styles, and classify the leadership skills required at different levels in the organization. 12) Define power, explaining why it is necessary, identify the basic power sources, and discuss empowering others. 13) Identify significant factors that are changing in the workplace, explain effective methods of planning and implementing change, and discuss resistance to change. 14) Define etiquette and protocol, integrating etiquette into a good first impression and effective human relations. 15) Compare ethics, integrity, values, and social responsibility, determining what is ethical behavior at work, and examining ethical dilemmas. 16) Identify and discuss employee rights at work and the federal employment laws concerning those rights. 	<p>Class lectures will introduce the terms, concepts, and techniques needed to achieve the learning outcome.</p> <p>Online quizzes on MyOzarka reinforce the terms, concepts, and techniques.</p> <p>Two-page written homework assignments reinforce the terms, concepts, and techniques.</p> <p>Online discussion postings reinforce the terms, concepts, and techniques.</p> <p>Review PowerPoint presentation in MyOzarka.</p> <p>View archived lectures of all class sessions in MyOzarka.</p>	<p>In-class feedback from class discussions and activities.</p> <p>Online quizzes on MyOzarka to demonstrate grasp of terms, concepts, and techniques will provide immediate feedback and flag areas of study for exams.</p> <p>Grades on two-page written homework assignments to demonstrate a working knowledge of the learning outcome.</p> <p>Grades on MyOzarka discussion postings to demonstrate a working knowledge of the learning outcome.</p> <p>Objective Chapter Exams in MyOzarka over each learning outcome.</p> <p>Comprehensive Final Exam in MyOzarka over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

IST 1213 Intro to Computer Programming Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1) Discuss characteristics, uses, and types of Java programs. 2) Identify the phases in the program development cycle. 3) Define programs, programming, and applications. 4) Define the terms used in Java programming. 5) Write, compile, run, and print a Java program. 6) Create and run a Java applet. 7) Identify, declare, and use data types and methods to manipulate data. 8) Explain decision making in Java programming, utilizing logical operators, exception handling, and repetition structures. 9) Identify and define external classes and instance methods. 10) Declare and construct an array. 11) Explain menu systems in Java. 12) Manipulate button arrays, use the system clipboard, and identify multiple layout managers. 	<p>Class lectures will introduce the terms, concepts, and techniques needed to achieve the learning outcome.</p> <p>Instructor-led tutorial Chapters will demonstrate the concepts and techniques.</p> <p>Online Practice Tests on the text website will reinforce the terms, concepts, and techniques.</p> <p>Hands-on Programming Assignments will allow students to practice the concepts and techniques.</p> <p>Review PowerPoint presentation in MyOzarka.</p>	<p>In-class feedback from tutorial Chapters and Programming Assignments.</p> <p>Online Practice Tests on the text website to demonstrate grasp of terms, concepts, and techniques will provide immediate feedback and flag areas of study for exams.</p> <p>Grades on Programming Assignments to demonstrate working knowledge of the concepts and techniques.</p> <p>Objective Chapter Exams in MyOzarka over each learning outcome.</p> <p>Comprehensive Final Exam in MyOzarka over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>

IST 1223 Intro to Visual Basic Student Learning Outcomes	Learning Activities to achieve Student Learning Outcomes	Assessment of Learning Outcome	Changes for better student learning.
<ol style="list-style-type: none"> 1) Utilize the Visual Studio 2005 IDE. 2) Identify the purpose of Microsoft Visual Basic 2005. 3) Demonstrate understanding of Visual Basic terminology. 4) Perform mathematical calculations. 5) Define data types and declare variables. 6) Discuss and use decision making in Visual Basic. 7) Utilize loops, list boxes, and arrays. 8) Design multiple forms and menus, and print from Visual Basic. 9) Demonstrate the use of graphics in Visual Basic. 10) Use Visual Basic 2005 programming techniques to write a program. 	<p>Class lectures will introduce the terms, concepts, and techniques needed to achieve the learning outcome.</p> <p>Instructor-led tutorial Lessons will demonstrate the concepts and techniques.</p> <p>Online quizzes on MyOzarka will reinforce the terms, concepts, and techniques.</p> <p>Hands-on End-of-Lesson Assignments including Projects and Critical Thinking Activities will allow students to practice the concepts and techniques.</p> <p>Hands-on Unit Reviews featuring Job Simulations will allow students to practice the concepts and techniques.</p> <p>Review PowerPoint presentation in MyOzarka.</p>	<p>In-class feedback from tutorial Lessons and End-of-Lesson Assignments.</p> <p>Online quizzes on MyOzarka to demonstrate grasp of terms, concepts, and techniques will provide immediate feedback and flag areas of study for exams.</p> <p>Grades on End-of-Lesson Assignments to demonstrate working knowledge of the concepts and techniques.</p> <p>Grades on Unit Reviews to demonstrate working knowledge of the concepts and techniques.</p> <p>Objective Unit Exams in MyOzarka over each learning outcome.</p> <p>Comprehensive Final Exam in MyOzarka over all learning outcomes.</p>	<p>If more than 50% of students completing the outcome assessment do not score 70% or above, the learning activities for that outcome will be examined and changed to enhance student learning.</p>