

2023-24 General Education Learning Outcome Report – College Seminar

Definition: Students will be able to communicate in written and spoken forms.

Instructor name	Ryan Schoppe
Date	5/8/2024
Course (e.g., CS 101)	IS 102 Microsoft Office Suites
Number of students assessed using the assignment below (not the # in the class)	5
Semester and year assessed (e.g., fall 2023)	Spring 2024
Identify the specific graded summative assessment(s)	Midterm Exam

Fill in the columns for the indicators that can be assessed using the specific graded summative assessment identified above (enter “NA” on the other rows)

General education indicators (break the skill down into 1-4 measurable indicators): <i>Students were able to...</i>	Results of assessment: For each indicator, indicate the % or # of students who performed below, at, or above expected levels (only include students whose work you assessed)			Reflections: For each indicator, write reflections on anything that stood out for you (e.g., changes in teaching, learning, or assessment strategies; areas for student growth; areas where students excelled).
	% or # below expected level (D/F grade)	% or # at expected level (C grade)	% or # above expected level (A/B grade)	
1. Create a professional presentation.		20%	80%	Overall, I was impressed with the quality of presentations that they created. Most of them went well above the minimum requirement in using the various tools within PowerPoint.
2. Create a professional document.	20%		80%	The students had considerable leeway in the type of professional document that they created from technical to more interpersonal. They demonstrated impressive skill within Word
3. Organize information effectively.		20%	80%	The students had to collect and organize personal budget information using Microsoft Excel. They were all able to use Pivot charts to help with the manipulation of the data and gain valuable insight from the data they collected.
Teaching/learning success: Explain any teaching or learning strategies you found to be effective for students to demonstrate this general education learning outcome.				Having the students use personal data and examples to create their project really helped the students engage and also learn far more from the project than they initially expected.
Next steps to improve student learning: Explain any teaching or learning strategies or curriculum you will change in the future to improve student learning with regard to this general education learning outcome.				Expanding the size of the project to include other mediums and technologies will help with digital communication.