

Course Outcomes Guide

Directions: Please complete this form to document your progress toward improving student learning. For each item, indicate your progress and your anticipated next steps. Thank you!

Course/Program Title: BUS 113 – Business Communication

Date: Fall 2012

Course/Program Team: David Karn, Stacey McGee, Jim Pierne, Lori Spessard, Loretta Thornhill

Expected Learning Outcomes:

1. Produce effective business messages through a variety of mediums
2. Utilize and sharpen communication skills for presentation of ideas in various formats
3. Function in both individual and team environments

Assessment (How do or will students demonstrate achievement of each outcome?)

1. Develop student portfolio project as a capstone component of course – should include written, oral, team assignments

Validation (What methods have you used or will you use to validate your assessment?)

1. Portions of the student portfolios should be reviewed by independent graders

Results (What do your assessment data show? If you have not yet assessed student achievement of your learning outcomes, when is assessment planned?)

- TBA

Follow-up (How have you used or how will you use the data to improve student learning?)

- TBA

Budget Justification (What resources are necessary to improve student learning?)

1. Proposal – would like to redesign course to ensure compatibility with proposed CPA prep program requirements