

Outcomes Assessment for Core Competencies

Name _____

Date _____

1. Communication Skills – evaluated by in-class questions & responses, presentations, written answers on exams, and papers/projects.

A. Listening (understands and applies directions and information)

Novice (1)

- Requires constant repetition of instructions to execute tasks.
- Follows verbal directions inaccurately.

Partially Proficient (2)

- Requires frequent repetition of instructions, and asks inappropriate questions.

Proficient (3)

- Executes prescribed tasks according to instructions.
- Asks clarifying questions, and adjusts task performance based on verbal information.

Advanced (4)

- Executes prescribed tasks quickly and efficiently.
- Evaluates the verbal information/directions for accuracy.

B. Speaking (verbally expresses ideas or information)

Novice (1)

- Uses vague vocabulary or slang, makes frequent grammatical errors.
- Has difficulty communicating ideas.

Partially Proficient (2)

- Uses basic vocabulary, makes infrequent grammatical errors.
- Communicates clearly.

Proficient (3)

- Uses effective vocabulary.
- Communicates accurately and clearly.
- Uses appropriate gestures, tone, and body language.

Advanced (4)

- Uses interesting and precise vocabulary.
- Presents well-organized arguments.

C. Writing (writes to convey information or express ideas)

Novice (1)

- Uses incorrect grammar & punctuation, sentence structure is poor.
- Partially conveys ideas.

Partially Proficient (2)

- Generally uses correct grammar & punctuation; conveys ideas or information fairly clearly.
- Attempts to support with information, but not appropriately or accurately.

Proficient (3)

- Uses correct grammar and punctuation, presents information clearly.
- Uses effective vocabulary and organization to support idea or argument with appropriate evidence.

Advanced (4)

- Uses interesting and precise vocabulary, uses all language conventions correctly.
- Powerfully conveys idea through exemplary organization and compelling evidence.

Specific Assessment activities/projects:

Accounting 2010 Financial Statement Analysis Written Summary

Business Law Case Analysis

2. Analytical and quantitative reasoning -- evaluated in lab calculations, homework assignments, test answers

A. Basic Operations (whole numbers, fractions, decimals, and percents)

Novice (1)

- Performs single-step calculations with frequent errors in computation.
- Fails to recognize erroneous results from calculator.

Partially Proficient (2)

- Performs single-step calculations with only occasional errors in computation.
- Can recognize calculator errors (bogus values).

Proficient (3)

- Performs calculations requiring two steps.
- Consistently and accurately completes calculations.

Advanced (4)

- Performs calculations requiring more than two steps and checks for reasonableness of results.
- Completes calculations with high degree of precision.

B. Data Representations (applies data to support decision making)

Novice (1)

- Reads graphs, charts, and tables of data to gain literal information.

Partially Proficient (2)

- Creates graphs, charts, and tables, but misrepresents some data.

Proficient (3)

- Reads graphs, charts, and tables of data to gain information needed to complete a task.
- Creates graphs, charts, and tables to accurately represent data.

Advanced (4)

- Interprets graphs, charts, and tables to gain information needed to complete a task.
- Analyzes data to make accurate decisions based on inferences drawn from the data.

C. Advanced Math (employs algebraic and geometric reasoning)

Novice (1)

- Attempts to solve algebra problems with frequent errors.

Partially Proficient (2)

- Solves word problems containing one unknown.

Proficient (3)

- Understands algebraic rules to set up and solve two-step word problems.
- Utilizes exponents (scientific notation).

Advanced (4)

- Sets up and solves multi-step algebraic problems containing several unknowns and distractors.
- Accurately performs calculations in with exponential forms.

Specific Assessment activities/projects:

Accounting 2010 Financial Statement Analysis Computations and Interpretation

Business Calculus Lab Projects

Break even/Profit-Volume-Cost graphing

3. Information Literacy

- The information literate student determines the nature and extent of the information needed.
- The information literate student accesses needed information effectively and efficiently.
- The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.
- The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.
- The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

(American Library Association Higher Education Standards)

Specific Assessment activities/projects:

Accounting Financial Statement Project, Economics current events topics, Marketing discussions

4. Technology Skills – evaluated by performance in computer based labs, homework assignments, and searches

A. Software Applications (uses software for intended purpose – e.g. word processors, spread sheets, or course specific software for Math, Stats, Acct, Econ)

Novice (1)

- Cannot/does not use programs.

Partially Proficient (2)

- Can use, but needs significant help.

Proficient (3)

- Uses effectively with only minimal help.

Advanced (4)

- Uses effectively without help.

B. Networking and Internet (uses networks to conduct research, access information, and interact with others)

Novice (1)

- Cannot/does not use email or Internet.

Partially Proficient (2)

- Can use, but needs significant help.

Proficient (3)

- Uses effectively with only minimal help.

Advanced (4)

- Uses effectively without help.

Specific Assessment activities/projects:

Econ class project

Stat field project

Bus Calc math lab assignments

Acct Excel sheets

5. SOCIAL AWARENESS -- awareness of responsibilities in working/living with others – evidenced in interaction with others, and interface with contemporary issues; demonstrate an awareness of the relationship between the individual and the world.

A. Cooperation/interpersonal skills (evidenced in group efforts in classroom)

Novice (1)

- Creates conflict within groups or Isolates self from group efforts.
- Parasitizes group effort.

Partially Proficient (2)

- Contributes to group efforts occasionally.
- Works cooperatively occasionally.

Proficient (3)

- Consistently and actively contributes to the group effort
- Works cooperatively, often assists others in completing tasks.

Advanced (4)

- Often organizes and directs group tasks, shows leadership skills.
- Often resolves conflicts between group members objectively.

B. Professionalism/work ethic

Novice (1)

- Fails to complete tasks, is not prepared for lecture.
- Frequently absent or tardy.
- Uses inappropriate/non-professional language in class or lab.
- Is unable to deal with reasonable changes in schedule or syllabus.
- Does not respond well to constructive criticism, consistently blames others for shortcomings.

Partially Proficient (2)

- Completes tasks, but not always on time, is only partially prepared for class.
- Occasionally absent or tardy.
- Resists, but manages reasonable changes in schedule or syllabus.
- Accepts constructive criticism, but occasionally blames others.

Proficient (3)

- Completes and submits assignments on time, is consistently prepared for class or lab
- Works to meet expectations and do tasks well at all times.
- Regards sensitivities of others when speaking in class or lab.
- Demonstrates flexibility with changes in schedule or syllabus.
- Accepts constructive criticism and makes an attempt to modify behavior accordingly.

Advanced (4)

- Works beyond expectations and is well prepared for lecture.
- Works to achieve excellence on all tasks.
- Interacts professionally with instructor and others in class.
- Flexible in thinking, and flexible in responding to changes in schedule or syllabus.
- Accepts constructive criticism and works to modify behavior accordingly.

C. Awareness of Contemporary Issues in Business

Novice (1)

- Unaware of contemporary issues related to business.

Partially Proficient (2)

- Vaguely aware of contemporary issues related to business.

Proficient (3)

- Aware of both sides of contemporary issues related to business.
- Has begun to formulate personal judgment concerning issues.

Advanced (4)

- Interested in and informed about contemporary issues related to business.
- Integrating knowledge and making informed judgments about issues.

Specific Assessment activities/projects: Stat Field Project, Acct Financial Statement Project, Marketing Global implications discussions