



Course Outcomes Form Northwest Indian College

Hand-outs are posted on the Assessment website (<http://ww2.nwic.edu/faculty/assessment/assessment.htm>)

Before completing this form, please refer to the *Instructions for Completing the Course Outcomes Form*. Please submit this form electronically.

It is important to keep the following principles in mind when completing the forms:

- Regardless of the mode of learning (i.e., face-to-face, Independent learning, ITV, online, etc.) or the location of a course, only one course outcomes form should be completed for each course.
- Regardless of the mode of learning or the location of a course, the **NWIC outcomes** and the **Course outcomes** must be the same for a course.
- The **Instructional activities** and the **Assessment/evaluation strategies** may differ depending on the mode of learning. Please note **Instructional activities** and the **Assessment/evaluation strategies** that are different from the face-to-face class in each box (e.g., "IL: Essay").

Last date this form was updated or edited	
Course Number (e.g., ENGL 101)	PTAD 200
Course Name (e.g., English Composition I)	Public & Tribal Administration - Budgeting
List all instructor(s) who participated in creating and approved these course outcomes (please consult with at least one other person)	Laural Ballew & Bernice Portervint
List the main textbooks, readings or other resources used in this course (including title, year and publisher)	<i>The Budget-Building Book for Nonprofits</i> , 2007, Jossey-Bass
	Handouts from <u>Understanding Nonprofit Organizations</u> , 2001, Westview Press and <u>Finance for Managers</u> , 2002, Harvard Business School Press.

A. NWIC outcomes: From the *List of NWIC Outcomes*, select the most important outcomes you assess in this course (at least one NWIC outcome must be chosen- **maximum of four**).

NWIC outcome # (e.g., "Written communication: 2a. Write Standard English")	Instructional Activities: How will students master this outcome? (e.g., solving problems, group activity)	Assessment/Evaluation Strategies: How will you measure this outcome? (e.g., student presentations, essays)
Quantitative skills: Use analytical and critical thinking skills to draw and interpret conclusions.	Through lecture, text book, and research of existing organizational budget processes and materials. Students will develop and analyze financial reports of an organization.	Assignments and the final project of a financial report of an organization.
Oral communication skills: Apply effective presentation skills.	Presentation of an Annual Budget proposal and final project.	Contribution to class discussion and participation in final project.
Oral communication skills: Apply interpersonal communications skills.	Class discussion and group activities.	Involvement in class discussion and presentations to the class.
Written communication skills: Write in a variety of text forms using various credible sources.	Class assignments for various budget process which include memos, email, financial review and budget preparation.	The students assignments, presentations and final project.

B. Course outcomes: In order of priority, list the most important other learning outcomes for this course that you assess (a maximum of 10).

Other course outcomes: Complete the sentence – As a result of this course, students will be able to...	Instructional Activities: How will students master this outcome? (e.g., solving problems, group activity)	Assessment / Evaluation Strategies: How will you measure this outcome? (e.g., student presentations, essays)
Analyze the fiscal responsibility of the budgeting process.	Through textbook reading, lectures, guest speakers and assignments.	Students will be graded on completion of assignments and class participation.
Identify, describe and explain existing theories and principles of budgeting as a management process.	Through textbook reading, lectures and discussion on organization-wide operating budgets with regard to goals and work plans.	Students will be graded on completed assignments and class discussion and participation.
Evaluate the preparation and management of specific public and tribal budgets.	Class assignment on Budget and Finance code, tribal revenue, and budget-building checklist.	The mid-term assignment will include the development of a community service budget or an annual budget proposal. This will be graded on scale of 100 points for content of understanding the preparation process.
Analyze the methods to budget formulation and assessment.	Through assigned readings, guest lecture and the final assignment which is to analyze a financial report of an organization or non-profit.	The presentation of the final assignment will be based on grading scale of 100 points.
Interpret the responsibility of budgeting in policy development.	Through assigned readings chapters 8-16 cover the policies and procedures with assignments along with class discussions.	Students will be graded on completion of assignments along with class participation.
Examine revenue forecasting, allotment control, cost accounting and negotiation.	Through text book readings for chapters 16, 17, &18 plus assignments, the use of textbook worksheets, lecture and guest speakers.	Students will be graded on completion of assignments along with class participation.

C. Please list the NWIC outcomes and course outcomes from above on your syllabus.

D. Please assess the NWIC outcomes and course outcomes, which are listed above, in your classes.