

	A	B	C	D	E	F
1	Spring 2012 SLO Assessments (For Spring 2012 Report)					
2	Title	1) Outcome to be assessed	2) Means of assessment and criteria of success	3) Summary of data collected	4) Analysis of data	5) Plan of action/what to do next
6	VBUS-013 Introduction to Personal Management using Microsoft Outlook	<p>1. The student will be able to utilize Microsoft Outlook's Mail feature to effectively manage an email account.</p> <p>2. The student will be able to create, manage, and utilize a distribution list.</p> <p>3. The student will be able to demonstrate how to utilize Microsoft Outlook's Calendar and Contacts to effectively manage personal data.</p>	<ul style="list-style-type: none"> •Students will sort the contents of the mailbox folders by different headings; and print a report based on the sort order. •Students will create contacts, email contacts to validate the list, then print a distribution list report of all the members. •Students will create, share, and print their calendar, appointments, meetings, and events 	<p><u>Spring 2012</u></p> <p>3 SLOs combined 25 students assessed; 17 passed</p>	<p>Spring 2012</p> <p>68% passing rate</p>	<p>Pay more attention to assessment projects and the timeliness of reporting grades.</p>