

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
VBUS-117 Introduction to Document Processing using Adobe Acrobat	<ol style="list-style-type: none"> 1. Upon successful completion of this course students will be able to create an Adobe Acrobat (PDF) from any printable file. 2. Upon successful completion of this course students will be able to create an interactive PDF form with form fields to be filled in by the user of form. 3. Upon successful completion of this course students will be able to create an interactive PDF file with multimedia components and hyperlinks. 4. Upon successful completion of this course students will be able to properly prepare a PDF file for various target outputs (e.g., web/email, desktop printing, and press-ready printing). 	<ol style="list-style-type: none"> 1. The student will provide an electronic and hard-copy of a PDF formatted document and one or more of the following source file samples, (other acceptable formats should be approved by the instructor), the PDF was created from: <ol style="list-style-type: none"> I. MS Word. II. MS Excel. III. Web Page or Image. 2. The student will submit an electronic file (PDF format) of an interactive form created from an instructors approved source document provided by the student with the following minimum interactive fields: <ol style="list-style-type: none"> I. First Name (Required) II. Last Name (Required) III. Telephone Number (Required) IV. Email (Optional). V. Comment Text Field (Optional). 3. The student will submit an electronic file (PDF format) of a multipage (minimum of 2 pages) interactive document containing the following components: <ol style="list-style-type: none"> I. Two different multimedia components (Images, video, etc). II. Bookmarks. III. Link to a page within the multipage document. IV. Link to an external document or web page. 4. The student will submit an optimized (reduced in size) electronic PDF document containing the following components: <ol style="list-style-type: none"> I. Images II. Text 	<p><u>Spring 2013</u></p> <p>P = Student has passed each SLO with a grade of 70% or better.</p> <p>4 SLOs combined 28 students assessed; 10 passed</p> <p>The department collected the assessment data from scantron assessment sheets in an attempt to measure each SLO with its own assessment. However, the data wasn't consistently formatted for it to be successfully scanned. This resulted in the data being aggregated as indicated above.</p> <p>The department is developing Excel templates to simplify the assessment data gathering process.</p> <p>In addition, the department has developed a Wiki to gather and track all curriculum data, including SLO assessment data.</p>	<p>Spring 2013</p> <p>36% passing rate</p> <p>The decline in passing rates are partially indicative of the impact of the department's move which negatively affected the installation of the Adobe Acrobat software, which was incompatible with the new locations' computer image. Fortunately, the instructor was able to do a work-around patch, which enabled us to remedy some of the problems.</p>	<p>The department is confident these incompatibility issues will be resolved with the new image.</p>