

	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
15	VBUS-119 Introduction to Keyboarding and Basic Windows	<p>1. The student will be able to demonstrate basic touch-typing proficiency.</p> <p>2. The student will be able to demonstrate basic MS Windows OS navigation and organizational skills.</p> <p>3. The student will be able to create, save, open, and print program files and documents.</p>	<ul style="list-style-type: none"> •Submit a hard copy and electronic file of an instructor assigned exercise that uses three components (programs) of the Windows operating system (may include, but is not limited to: WordPad, Paint, Calculator, etc.). •Submit a hardcopy or electronic file of a Windows-based exercise demonstrating proficiency with the Windows operating system, which includes navigation of the directory, manipulation of desktop windows, copying files, printing, saving, etc. •Submit a hard copy report from online Typing Tutor site demonstrating a typing speed of 35 WPM or better. Report must include: <ul style="list-style-type: none"> · Gross words per minute · Errors · Net words per minute 	<p><u>Spring 2012</u></p> <p>3 SLOs combined 172 students assessed; 53 passed</p>	<p>Spring 2012</p> <p>31% passing rate</p>	<p>This very basic course has many diverse students to include a number of aging people with handicaps and many younger diversified people with limiting English skills. Most of these students have little to no experience working on computers or using the mouse to launch applications. Instructors have been moving more slowly through course and/ are encouraging them to repeat the course if necessary rather than drop it; and we will review individual units to see if we can remedy the problem areas.</p> <p>We have replaced books with online typing programs and tests to encourage students to practice more outside of class. It was also recommended that instructors use typingweb.com teacher portal, which allows instructors to create student accounts and keep track of their typing progress for lessons and tests that they have completed. It allows instructors to both view and export student progress reports as well. It is virtually free, as long as it is for teaching purposes.</p>