

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
<p>VBUS-119 Introduction to Keyboarding and Basic Windows</p>	<ol style="list-style-type: none"> 1. Upon successful completion of this course students will be able to demonstrate basic touch-typing proficiency. 2. Upon successful completion of this course students will be able to demonstrate basic MS Windows OS navigation and organizational skills. 3. Upon successful completion of this course students will be able to create, save, open and print program files and documents. 	<ol style="list-style-type: none"> 1. Under direct observation by instructor, the student will appropriately position fingers on the keyboard, e.g., index fingers on the F/J keys <ol style="list-style-type: none"> I. Using a web-based typing application complete a five minute typing test II. Achieve a score of at least 35 words per minute III. Print results of typing test and submit to instructor. 2. Under direct observation by the instructor the student will: <ol style="list-style-type: none"> I. Use the Windows start menu to: <ol style="list-style-type: none"> a. Access the Control Panel b. View applications in the accessories folder c. View applications in the MS Office folder II. Open applications by double-clicking icons on the desktop, e.g., Internet Explorer III. Rearrange the location of desktop icons by clicking and dragging them IV. Launch Windows Explorer (file manager) <ol style="list-style-type: none"> a. Create folders on a storage device, e.g., flash drive b. Move, copy and delete files as directed c. Open, create and modify files using from within the file manager 3. As directed by instructor: Create a MS Word document (launched from start menu), e.g., one page of "The quick brown fox jumps over the lazy dog" <ol style="list-style-type: none"> a. Save it to a storage device, e.g., flash drive b. Close the document/application c. Re-open the document from within MS Word d. Revise it by adding a second page of text as instructed e. Save changes f. Print only page one for submission to instructor 	<p>Spring 2013</p> <p>P = Student has passed each SLO with a grade of 70% or better.</p> <p>3 SLOs combined 163 students assessed; 50 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>31% passing rate</p> <p>The passing rate was 31% in both 2011-12 and 2012-13.</p> <p>This is a skill development course which requires daily practice at the computer. Diverse students enroll in this course, including a number of aging people with handicaps and many students with limited English skills. Most of these students have little to no experience working on computers or using the mouse to launch applications.</p>	<p>Instructors continue to move more slowly through course and are encouraging students to repeat the course if necessary rather than drop it; we will review individual units to see if we can remedy the problem areas.</p>