

	A	B	C	D	E	F
1	Spring 2012 SLO Assessments (For Spring 2012 Report)					
2	<b>Title</b>	<b>1) Outcome to be assessed</b>	<b>2) Means of assessment and criteria of success</b>	<b>3) Summary of data collected</b>	<b>4) Analysis of data</b>	<b>5) Plan of action/what to do next</b>
20	VBUS-260 Introduction to Word Processing using MS Word	<p>1. The student will be able to create and edit simple to moderately complex text documents.</p> <p>2. The student will be able to save and print text documents.</p> <p>3. The student will be able to perform basic formatting of tables and insert graphics into text documents.</p>	<p>Submit a hardcopy or electronic file of 2 projects (one of which must be a business letter), each of which incorporates 3 or more techniques discussed during the class. The techniques may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>•Mail Merge</li> <li>•Bullets &amp; Numbering</li> <li>•Header &amp; Footer</li> <li>•Word Count</li> <li>•Borders &amp; Shading</li> <li>•Tables</li> <li>•Spell Check</li> <li>•Custom Tabs</li> <li>•Clip Art or other Images</li> <li>•Format and submit an envelope</li> </ul>	<p><u>Spring 2012</u></p> <p>3 SLOs combined <b>108 students assessed;</b> <b>64 passed</b></p>	<p>Spring 2012</p> <p>59% passing rate</p>	<p>Work more closely with students who are not attending regularly and review individual units to see where improvements can be made.</p> <p>It was suggested we add Tables and Page Setup to the assessment, and remove the word count feature from the assessment.</p> <p>Instructors recommended all projects and if any homework be job/career related.</p>