

VBUS-260  
Introduction to  
Word  
Processing  
using MS Word

1. Upon successful completion of this course students will be able to create and edit simple to moderately complex text documents.
2. Upon successful completion of this course students will be able to save and print text documents.
3. Upon successful completion of this course students will be able to perform basic formatting of tables and insert graphics into text documents.

1. The student will:
  - I. Craft a formalized letter as directed by instructor containing:
    - a. At least three paragraphs
    - b. Header containing the students name
    - c. Footer containing a page number
    - d. 1.25 inch margins all around
    - e. Format specific areas of document for emphasis (bold, italicize, underline, color text)
    - f. Signature line
  - II. After completing the assessment for outcome one, the student will:
    - a. Save the letter to a USB flash drive under a name assigned by the instructor
    - b. Print the document for submission
2. After completing the assessment for outcome two, the student will:
  - I. Using the letter created in the previous outcome, insert a table with at least three columns and four rows after the second paragraph
  - II. Add an image to the letter formatted so that the text wraps tightly around the graphic
  - III. Save the document under a new name as directed to a USB flash drive for review by instructor

Spring 2013

P = Student has passed each SLO with a grade of 70% or better.

3 SLOs combined  
**92 students assessed;**  
**48 passed**

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.

The department is developing Excel templates to simplify the assessment data gathering process.

In addition, the department has developed a Wiki to gather and track all curriculum data, including SLO assessment data.

Spring 2013

52% passing rate

There was a slight decrease in student course completions from the previous year from 59%.

We work more closely with students who are not attending regularly and review individual units to see where improvements can be made.