

	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
22	VBUS-262 Introduction to Spreadsheets using MS Excel	<p>1. The student will be able to create, edit, save, and print simple spreadsheets.</p> <p>2. The student will be able to organize, format, and sort data in an Excel spreadsheet.</p> <p>3. The student will be able to prepare spreadsheets for printing using the "Page Setup" options.</p>	<p>Submit an electronic AND hardcopy of a (fictitious) Profit Spreadsheet Report or (fictitious) Personal Family Budget created in class incorporating the following features:</p> <ul style="list-style-type: none"> • Format heading titles with bold and paragraph alignment • Format numbers with dollar signs and two decimal places • Conditional formatting of certain data • Calculation of totals using either formulas or functions • Pie chart based on the data provided 	<p><u>Spring 2012</u></p> <p>3 SLOs combined 128 students assessed; 64 passed</p>	<p>Spring 2012</p> <p>50% 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>Encourage students to enroll in one or more Introduction to Computer Software Applications classes concurrently with VBUS-262-Introduction to Spreadsheets using MS Excel for more instruction and practice time.</p> <p>It was suggested we ask potential employers and/or staffing agencies for examples of Excel skills needed on the job (sorting, filtering, MIN, MAX, PYMT, etc.).</p>