

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
VBUS-304 Introduction to Electronic Presentations using MS PowerPoint	<ol style="list-style-type: none"> 1. Upon successful completion of this course students will be able to create and edit a PowerPoint presentation utilizing text and images. 2. Upon successful completion of this course students will be able to format slide backgrounds or apply template designs to existing slides. 3. Upon successful completion of this course students will be able to save, package, and output finished presentations for delivery. 4. Upon successful completion of this course students will be able to print slides, handouts, and notes. 	<ol style="list-style-type: none"> 1. To demonstrate proficiency, the student will: <ol style="list-style-type: none"> I. Develop a presentation (from scratch) comprising: <ol style="list-style-type: none"> a. Five or more slides b. Using at least three different slide layouts c. One slide containing graphics d. Animated bullet points on at least one slide e. Transitions for all slides in the presentation II. Save to USB flash drive as directed by instructor 2. To demonstrate proficiency, the student will: <ol style="list-style-type: none"> I. Open the presentation created in previous assessment (Outcome 1) II. Add a new slide to the end of the presentation and change the layout to Title Slide III. Change the slide layout of the second slide from "Title & Content" to "Two Content" IV. Add a logo so that it appears on the title slides only (using slide master) V. Modify the theme (template design) by selecting one as directed by the instructor VI. Save your changes 3. Open the presentation created in previous assessment (Outcome 1) <ol style="list-style-type: none"> I. Change the slide layout of the second slide from "Title & Content" to "Two Content" II. Add a logo so that it appears on the title slides (layout) only using slide master III. Modify the theme (template design) by selecting one as directed by the instructor IV. Convert presentation to a video V. Save your changes as directed 4. Open the presentation created in previous assessment (Outcome 1) <ol style="list-style-type: none"> I. Convert presentation to handout format using the Blank lines next to slides page layout II. Print the presentation using the Notes Pages print layout 	<p>Spring 2013</p> <p>P = Student has passed each SLO with a grade of 70% or better.</p> <p>4 SLOs combined 45 students assessed; 32 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>71% passing rate</p> <p>The decline in passing rates, from 97% in 2011-12 to 71% in 2012-13, are partially indicative of the department's relocation which attracted students with lower skills in the new service area.</p>	<p>Instructor is moving from group to group to offer individualized assistance and suggestions on how to complete assigned work. Students are giving presentations about their projects to the class resulting in improved public speaking skills, greater interaction when responding to questions about their projects.</p>