

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-013 Introduction to Personal Management using Microsoft Outlook	<ol style="list-style-type: none"> <li>1. Upon successful completion of this course students will be able to utilize Microsoft Outlook's Mail feature to effectively manage an email account.</li> <li>2. Upon successful completion of this course students will be able to demonstrate how to utilize Microsoft Outlook's Calendar and Contacts to effectively manage personal data.</li> </ol>	<ol style="list-style-type: none"> <li>1. The student will:               <ol style="list-style-type: none"> <li>I. Demonstrate their ability to open, review, and reply to an email by responding to a message sent to them by the instructor</li> <li>II. Compose a new email message, attach a file (document, spreadsheet and/or picture) and send to the instructor as directed</li> <li>III. While being observed by the instructor; organize and manage the inbox by creating custom folders as directed including:                   <ol style="list-style-type: none"> <li>a. Copying messages to select folders</li> <li>b. Moving messages to select folders</li> <li>c. Deleting messages</li> </ol> </li> <li>IV. Create a distribution list                   <ol style="list-style-type: none"> <li>a. Assigning a unique name to the list, e.g., Management Team</li> <li>b. Add four email address to the distribution list (instructor and three classmates)</li> <li>c. Crafting an email message and sending it the members of the distribution list</li> </ol> </li> </ol> </li> <li>2. Under direct observation by instructor, the student will:               <ol style="list-style-type: none"> <li>I. Create one and two hour appointments on multiple days throughout the week</li> <li>II. Organize a meeting with three or more people</li> <li>III. View the "Free/Busy" times of meeting participants</li> <li>IV. Send Outlook meeting invitations to select individuals</li> </ol> </li> </ol>	<p><u>Spring 2013</u></p> <p>P = Student has passed each SLO with a grade of 70% or better.</p> <p>2 SLOs combined  <b>5 students assessed;</b>  <b>4 passed</b></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><u>Spring 2013</u></p> <p>80% passing rate</p> <p>Performance met expectations; 68 % passing rate in 2012 increased to 80% in 2013.</p>	<p>The faculty will continue to ensure the student assessments reflect industry standards skills required for employability.</p>