

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
<p>VBUS-118 Introduction to Windows</p>	<ol style="list-style-type: none"> 1. Upon successful completion of this course students will be able to demonstrate basic MS Windows OS navigation and organizational skills. 2. Upon successful completion of this course students will be able to create, save, open, and print program files and documents. 3. Upon successful completion of this course students will be able to demonstrate proficiency in Windows accessory applications. 	<ol style="list-style-type: none"> 1. Under direct observation by the instructor the student will: <ol style="list-style-type: none"> I. Use the start menu to: <ol style="list-style-type: none"> a. Access the Control Panel b. View applications in the accessories folder c. View applications in the MS Office folder II. Open applications by double-clicking icons on the desktop, e.g., Internet Explorer III. Rearrange the location of desktop icons by clicking and dragging them IV. Create folders on the desktop using the right mouse button 2. As directed by instructor: <ol style="list-style-type: none"> I. Create a MS Word document (launched from start menu) <ol style="list-style-type: none"> a. Save it to a storage device, e.g., flash drive b. Close the document/application c. Re-open the document from within MS Word d. Revise it by adding text as instructed e. Save changes II. Create a MS Excel spreadsheet (launched from start menu) <ol style="list-style-type: none"> a. Save it to a storage device, e.g., flash drive b. Close the spreadsheet/application c. Re-open the file from within MS Excel d. Revise it by adding more information as instructed e. Save changes III. Create a MS PowerPoint presentation (launched from start menu) <ol style="list-style-type: none"> a. Save it to a storage device, e.g., flash drive b. Close the presentation/application c. Re-open the document from within MS PowerPoint d. Revise it by adding text as instructed e. Save changes 3. Under direct observation by the instructor the student will use the start menu to open the Accessory folder: 	<p>Spring 2013</p> <p>P = Student has passed each SLO with a grade of 70% or better.</p> <p>3 SLOs combined 60 students assessed; 43 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>72% passing rate</p> <p>Performance met expectations; 47 % passing rate in 2012 increased to 72% in 2013.</p>	<p>The faculty will continue to ensure the student assessments reflect industry standards skills required for employability.</p>

- I. Launch the file manager (Windows Explorer)
 - a. Open existing files, e.g., documents and spreadsheets developed in outcome two
 - b. Create at least three custom folders on their flash drive
 - c. Create the following in the file manager (each assigned a unique name as directed by the instructor:
 - i. New Excel spreadsheet
 - ii. New Word document
 - iii. New PowerPoint presentation
 - d. Manage files by:
 - i. Copying select files in Windows Explorer
 - ii. Moving files from one folder to a new location
 - iii. Creating shortcuts of specific files and/or applications
 - iv. Deleting files and/or folders
- II. Launch MS Paint
 - a. Create one drawing using the application as directed by instructor and save it to a flash drive
 - b. Edit drawing by adding text
 - c. Insert the saved MS Paint drawing into another application, e.g., MS Word or PowerPoint
- III. Use the Snipping tool to:
 - a. Capture images from select web pages
 - b. Capture images of folders in Windows Explorer
 - c. Save captured images to a flash drive as directed by instructor