**COURSE ASSESSMENT IN A BOX**

**REPORTING FORM FOR COURSE SLO ASSESSMENT PROJECTS**

*Please submit this document to your Dean when completed.*

Revised January 2014

Assessment Date: December 13, 2012________________________

Faculty Name(s): Rick Arellano______________________________

1. **Course Name and Number:**

   CAOT 101A: Computer Applications

2. **All Course SLOs from the Course Outline of Record:**

   1. Create and edit word documents
   2. Use workbooks, spreadsheets and charts
   3. Create presentations and slide shows
   4. Query databases
   5. Manage email, contact lists and calendars

3. **Specific Course SLO(s) assessed as part of this project:**

   SLO # 2: the student will be able to use workbooks, spreadsheets and charts.

4. **Will this SLO assessment count toward GE Plan A?**  

   Yes  X  No

   If Yes, identify what area:  
   ___Area I Natural Sciences  ___Area II Social and Behavioral Sciences  ___Area III Fine Arts/Humanities  ___Area IV Language and Rationality  
   ___Area V Physical Education/Wellness  ___Area VI Intercultural/International Studies

   Identify GE SLO(s) assessed as part of this project (see Catalog pages 49-51):

   N/A

5. **Assessment strategy or tool used in the assessment.** (Describe below, and *if applicable* copy/paste any additional related documents at end of this form (i.e. Rubric, score sheet, test questions, essay assignment, etc.)

   This course is assessed using a final project which consists of the completion of the following tasks:
   
   C1 The worksheet title and subtitle are merged and centered
   C2 The worksheet title and subtitle are formatted
   C3 A total column is created in column F with appropriate data
   C4 Column headers and total row are formatted
   C5 Column sizes are adjusted so that all data in each column is visible
   C6 The sum function in the Total row is entered correctly
C7 the chart is resized and positioned appropriately

**NOTE:** This will usually consist of things you are already using to evaluate student work, i.e. Final Exam questions, Final Essay, Final Presentation or Culminating Project, other Assignments, Portfolio Evaluation, Performance Assessment, Department Testing, Pre and Post Tests, Vendor or Industry Certification Examinations, Indirect Assessments (Student Surveys, Focus Group Discussions, Interviews), etc.

6. Specific aspects of the assessment tool which link up to specific Course SLOs being assessed (i.e. which specific test questions measured which Course SLOs? Note: May describe with #4 above):

Tasks C1-C7 stated in # 5 above assess SLO # 2 which states that the student will be able to use workbooks, spreadsheets and charts.

7. Results and analysis of the data. (*Explain below and if applicable copy/paste any related documents, i.e. spreadsheets with data, at the end of this document.)*

Fifty-percent (50%) of the students completed successfully task C1: The worksheet title and subtitle are merged and centered.
Eighty-eight (88%) of the students completed successfully task C6: The sum function in the Total row is entered correctly.
Students completed tasks C2-C5 and C7 with scores higher than ninety-percent (90%)
(See data at the end of this document)

8. Describe any faculty dialogue that occurred as part of the assessment process (i.e. Were results shared at a department meeting? Was there discussion about changing any SLOs? Etc.):

The content of the final examination was discussed at the department meeting. It was decided to maintain the current instrument.

9. Next steps (i.e. any planned revisions to curriculum or teaching strategies to promote student success, future assessment plans, etc.):

It is recommended that learning more resources be provided to increase the success rate of task C1 above. The resources may include additional learning lessons and videos; students should spend more time completing exercises covering the task C1 above.

10. Results of implemented changes, if available at this time:

N/A
### CAOT 101A, SLO #2, n=42

<table>
<thead>
<tr>
<th>Competencies</th>
<th># of students who answered correctly</th>
<th>% of students who answered correctly</th>
</tr>
</thead>
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<tr>
<td>c1</td>
<td>21</td>
<td>50</td>
</tr>
<tr>
<td>C2</td>
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<td>95</td>
</tr>
<tr>
<td>C3</td>
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<tr>
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<tr>
<td>C6</td>
<td>37</td>
<td>88</td>
</tr>
<tr>
<td>C7</td>
<td>41</td>
<td>98</td>
</tr>
</tbody>
</table>

**Please save your finished document in the following format.** (Date should be for the semester in which data was collected; same date should be listed at top of this form.)

`yyyysemester-sloa-courseid.doc`

`example: 2013fall-sloa-engl101c.doc`