Assessment Data is from what semester? Spring 2015

Faculty Name(s): Christine Sibley, Rick Arellano, and Melissa Patterson

1. Course Name and Number:
CAOT 101A

2. List all Course SLOs from the Course Outline of Record:
Create and Edit MS Word documents.
Create worksheets and charts using MS Excel.
Create and query databases using MS Access.
Create presentation and slide shows using MS PowerPoint.
Create schedule and appointment lists using MS Outlook.
Integrate the Office Suite applications.

3. Specific Course SLO(s) assessed as part of this project:
Create worksheets and charts using MS Excel.

4. Is this course on GE Plan A? Yes X No (See Catalog pages 49-51 & page 55)
If Yes, identify what area. (All GE course assessments count as GE assessments.)
____ 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
____ Area VII Information Competency

5. How did you assess the SLO(s)? (Attach any related documents at end of form.)
This SLO for this course was assessed by evaluating criteria in a MS Excel Lab Assignment, the Lab assignment was the second MS Excel Assignment in the curriculum series. Students were evaluated by key points from the rubric and whether or not they completed the tasks successfully.
Evaluated Assignment Chapter 1 Lab 1 – Caitlyn’s Candles
Criteria Evaluated
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 the appropriate data
C4. Column headers and total row are formatted
C5. Column rows are adjusted so that all data is visible. (#####) No error signs.
C6. The SUM formula in Column F is correctly used to calculate Total
C7. A 3D pie chart is created with appropriate data.
6. Results and analysis of the data. (Attach any related documents at end of form.)

Criteria evaluated are tasks C1-C7 stated in #5 above, assessing SLO #2 which states that the student will be able to create worksheets and charts.

7. What are you going to do based on the results of the data? (Any planned revisions?)

The data attached shows assessment for 3 CAOT 101A courses taught over the Spring 2015 semester.

Of 66 students who performed the assignment:
94% successfully showed they could complete Criteria C1
91% successfully showed they could complete Criteria C2
91% successfully showed they could complete Criteria C3
96% successfully showed they could complete Criteria C4
99% successfully showed they could complete Criteria C5
92% successfully showed they could complete Criteria C6
83% successfully showed they could complete Criteria C7

Evaluation of Criteria 7 will be performed before the next assessment is given as it falls below the 90th percentile.

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: `2014spring-sloa-engl101c.doc`