### Course SLOs 1 and ctu.unitid = 720

ECC: BUS 27 - Effective English for Business - SLO #1 Business Grammar - Identify the commonly recognized eight parts of speech as used in the language.

#### Course SLO Assessment Cycle:
2014-15 (Fall 2014)

#### Input Date:
03/03/2015

#### Course SLO Status:
Active

#### Assessment Methods & Standard and Target for Success / Tasks

**Assessment Method Description:**
SLO assessments are accomplished through regularly scheduled examinations.

**Assessment Method:**
Essay/Written Assignment

**Standard and Target for Success:**
It is expected that 80% of students will score at 70% or better on the related assessment.

**Sample questions:**

Names for persons, places, things, qualities, feelings, concepts, activities, and measures are _____.

- a. pronouns
- b. adjectives
- c. nouns
- d. adverbs

Which of the following statements about nouns is inaccurate?

- a. Nouns function both as subjects of sentences and as objects of verbs.
- b. All nouns are capitalized.
- c. A noun can serve as the object of a preposition.
- d. Nouns can be proper or common.

Pronouns are used to ____.

- a. replace nouns
- b. add length to written messages
- c. describe nouns
- d. connect words or groups of words

They, which, ours, and us are examples of ____.

- a. nouns
- b. adjectives
- c. adverbs
- d. pronouns

A(n) ____ expresses an action, an occurrence, or a state of being.

#### Results

02/01/2015 - A pool of 23 students achieved an overall average of 91% on the assessment. 19 students (83% of the population) scored at 70% or higher. The primary assessment for this SLO was an online test supported by homework and in class work. Assessments consisted of online and in class testing, homework, and in class work groups.

**Standard Met?**
Yes

**Semester and Year Assessment Conducted:**
2014-15 (Fall 2014)

**Faculty Assessment Leader:**
D. Pahl

#### Action & Follow-Up

10/01/2015 - Continue to focus on the elements of grammar.

**Action Category:**
Teaching Strategies
<table>
<thead>
<tr>
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<th>Assessment Methods &amp; Standard and Target for Success / Tasks</th>
<th>Results</th>
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</tr>
</thead>
<tbody>
<tr>
<td>a. adverb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*b. verb</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>c. conjunction</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>d. preposition</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Common _____ verbs include am, is, are, was, were, be, being, and been.

a. helping                       |                                                            |         |                   |
| b. action                        |                                                            |         |                   |
| *c. linking                      |                                                            |         |                   |
| d. transitive                    |                                                            |         |                   |

**ECC: BUS 28 - Written Business Communications - SLO #1 Communication Situations - Identify and employ the proper approach or plan to be used for various business communication situations.**

**Course SLO Assessment Cycle:**
2014-15 (Fall 2014)

**Input Date:**
11/26/2013

**Course SLO Status:**
Active

**Assessment Method Description:**
Graded in-class demonstration/presentation. Five topics as follows:
- Show/Tell the audience how to do something without the use of props
- Give a marketing presentation about a specific produce addressing features and benefits
- Deliver a presentation introducing a person who deserves to be honored. The scenario for the presentation is an award banquet
- “Tell us about yourself” – Deliver a presentation introducing yourself in a compelling way. The scenario for the presentation is an interview in front of a panel
- “The Science of…” Deliver a presentation using PowerPoint or other presentation software to teach a tightly defined aspect of a broader science (Oceanography, technology, electricity, etc.)

**Results**
02/01/2015 - Cumulative presentation score (6 presentations 2 sections) 12,890 points. Cumulative possible presentation points 17,000. Percentage result: 75.8%. The most difficult challenge to overcome is not so much in knowing what style to use, but being able to stand in front of a group and use that style. Delivering a variety of presentations leads to understanding the style.

**Standard Met? :**
Yes

**Semester and Year Assessment Conducted:**
2014-15 (Fall 2014)

**Faculty Assessment Leader:**
D. Pahl

**Action Category:**
Teaching Strategies

**Action:**
10/01/2015 - Video students as they present so they can see and hear their work

**Action Category:**
Teaching Strategies

**Action:**
02/01/2015 - Add an additional presentation to provide more speaking opportunities

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**ECC: BUS 29 - Oral Business Communications (Same course as SUPV 27) - SLO #1 Proper Speaking Techniques - Identify and employ the proper speaking style to be used in various business situations.**

**Course SLO Assessment Cycle:**
2014-15 (Fall 2014)

**Input Date:**
11/26/2013

**Course SLO Status:**
Active

**Assessment Method:**
Presentation/Skill Demonstration

**Standard and Target for Success:**
It is expected that 100% of students will score above 70% or above on this SLO.

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**ECC: BUS 29 - Oral Business Communications (Same course as SUPV 27) - SLO #1 Proper Speaking Techniques - Identify and employ the proper speaking style to be used in various business situations.**

**Course SLO Assessment Cycle:**
2014-15 (Fall 2014)

**Input Date:**
11/26/2013

**Course SLO Status:**
Active

**Assessment Method:**
Presentation/Skill Demonstration

**Standard and Target for Success:**
It is expected that 100% of students will score above 70% or above on this SLO.
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<tr>
<td><strong>ECC: BUS 43 - Office Procedures - SLO #1</strong></td>
<td><strong>Assessment Method Description:</strong> SLO assessments are accomplished through regularly scheduled examinations. <strong>Assessment Method:</strong> Exam/Test/Quiz</td>
<td><strong>Results:</strong> 02/01/2015 - A pool of 20 students earned 189 points out of a possible 210 total points. The resulting cumulative score for this assessment was 90%. This assessment was based on online and in class testing, homework, and in class group work. <strong>Standard Met? :</strong> Yes</td>
<td><strong>Action Category:</strong> Teaching Strategies <strong>Semester and Year Assessment Conducted:</strong> 2014-15 (Fall 2014) <strong>Faculty Assessment Leader:</strong> D. Pahl</td>
</tr>
<tr>
<td><strong>Course SLO Assessment Cycle:</strong></td>
<td><strong>Standard and Target for Success:</strong> It is expected that 80% of students will score at 75% or better on the related assessment. Sample assessment questions: Administrative assistants need A.interpersonal skills.0% B.communication skills.0% C.a strong work ethic.0% D.All the above90% Learning about the culture, structure, and management of the organization you work for will help you understand A.your position in the organization.0% B.acceptable behaviors and actions.9% C.what to expect.0% D.All the above80% A typical job responsibility of administrative professionals is A.relieving management of administrative detail.0% B.doing Internet research.0% C.managing projects.0% D.All the above100%</td>
<td><strong>Semester and Year Assessment Conducted:</strong> 2013-14 (Fall 2013) <strong>Faculty Assessment Leader:</strong> D. Pahl <strong>Faculty Contributing to Assessment:</strong> K. Maschler</td>
<td></td>
</tr>
<tr>
<td><strong>Input Date:</strong> 11/26/2013 <strong>Course SLO Status:</strong> Active</td>
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<tr>
<td><strong>ECC: BUS 60A - Microcomputer Keyboarding - SLO #1 Key by Touch - Key by touch straight-copy alphabetic material at a minimum rate of 20 gross words per minute with no more than four errors on a 2-minute timing.</strong></td>
<td><strong>Assessment Method Description:</strong> Official Timed Writing/ 2 minute timing by touch, two opportunities, best one of the two graded. Students have 8 opportunities for timings, the top three grades are recorded. <strong>Assessment Method:</strong> Performance</td>
<td><strong>Results:</strong> 12/12/2014 - 76% of the student population (19 of 25) scored at or above the “C” level of 26 or more words per minute with 6 or fewer errors. <strong>Standard Met? :</strong> Yes</td>
<td><strong>Action Category:</strong> Teaching Strategies <strong>Semester and Year Assessment Conducted:</strong> 2014-15 (Fall 2014) <strong>Faculty Assessment Leader:</strong> D. Pahl <strong>Faculty Contributing to Assessment:</strong> K. Maschler</td>
</tr>
<tr>
<td><strong>Course SLO Assessment Cycle:</strong></td>
<td><strong>Standard and Target for Success:</strong> This assessment is a speed test in terms of number of words per minute given a specific number of allowable errors. The following table shows the relationships between speed, errors, and resulting letter grade. **Speed</td>
<td>Errors</td>
<td>Grade** SpeedErrorsGrade 26-28+ wpm 0-4 A 26-28+ 5 B 26-28+ 6 C</td>
</tr>
</tbody>
</table>
| **Input Date:** 03/19/2015 **Course SLO Status:** Active | | | | 04/29/2015 2:18 PM
Course SLO Assessment Cycle: 2014-15 (Fall 2014)

**ECC: BUS 60B - Microcomputer Document Processing - SLO #1 Key by Touch - Key by touch straight-copy alphabetic material at a minimum rate of 25 gross words per minutes with no more than three errors on a 3-minute timing.**

**Input Date:** 03/19/2015

**Course SLO Status:** Active

**Assessment Method Description:**
Official Timed Writing/ 3 minute timing by touch, two opportunities, best one of the two graded. Students have 8 opportunities for timings, the top three grades are recorded.

**Assessment Method:** Performance

**Standard and Target for Success:**
It is expected that 70% or better will score at the 25 – 30 word per minute range with 3 or fewer errors. The scoring rubric follows:

- **Official Timed Writing Grade Scale**
  - A = 36+wpm with 0-4 errors
  - B = 31-35wpm with 0-3 errors
  - C = 25-30wpm with 0-3 errors
  - D = 20-24wpm with 0-4 errors
  - F = 0-19wpm or 5+ errors

12/12/2014 - 30% of the student population achieved at the 70% level (25 – 30 words per minute with 3 or fewer errors).

This speed skill along with the 3 or fewer errors requires focused practice to achieve the targeted words per minute and total errors. It seems apparent that additional practice exercises and perhaps some times mock tests are necessary to make sure students reach the desired goal.

**Standard Met? :** Yes

**Semester and Year Assessment Conducted:** 2014-15 (Fall 2014)

**Faculty Assessment Leader:** D. Pahl

**Faculty Contributing to Assessment:** K. Maschler

**Action Category:** Teaching Strategies

10/06/2015 - Schedule additional Skill building Exercises, mock timings, and practice assessments to help students achieve the desired level of speed and errors.

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**ECC: BUS 60C - Microcomputer Document Formatting - SLO #1 Key by Touch - Key by touch straight-copy alphabetic material at a minimum rate of 30 gross words per minutes with no more than five errors on a 5-minute timing.**

**Course SLO Assessment Cycle:** 2014-15 (Fall 2014)

**Input Date:** 03/19/2015

**Course SLO Status:** Active

**Assessment Method Description:**
This is a timed 5-minute typing assessment using words per minute as one element and numbers of errors as the second. Scoring rubric for the assessment is as follows:

- **Official Timed Writing Grade Scale**
  - A = 41+wpm with 0-5 errors
  - B = 36-40wpm with 0-5 errors
  - C = 30-35wpm with 0-5 errors
  - D = 25-29wpm with 0-6 errors
  - F = 0-24wpm or 7+ errors

12/12/2014 - 25% of students (6 of 24) scored at 70% or better on this assessment. This is a rigorous assessment with strict guidelines (time, words per minute, and accuracy) for achievement. Additional time speed and accuracy exercises will need to be incorporated into the curriculum in order to achieve at the higher rates and forecast achievement.

**Standard Met? :** Yes

**Semester and Year Assessment Conducted:** 2014-15 (Fall 2014)

**Faculty Assessment Leader:** D. Pahl

**Faculty Contributing to Assessment:** K. Maschler

**Action Category:** Teaching Strategies

10/06/2015 - Develop a series of timed speed/accuracy exercises in order to build up to the desired achievement rate.

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**ECC: BUS 60B - Microcomputer Document Processing - SLO #1 Key by Touch - Key by touch straight-copy alphabetic material at a minimum rate of 25 gross words per minutes with no more than three errors on a 3-minute timing.**

**Input Date:** 03/19/2015

**Course SLO Status:** Active

**Assessment Method Description:**
Official Timed Writing/ 3 minute timing by touch, two opportunities, best one of the two graded. Students have 8 opportunities for timings, the top three grades are recorded.

**Assessment Method:** Performance

**Standard and Target for Success:**
It is expected that 70% or more of the student population will achieve at a “C” level which means speed of 26 or more words per minute with 6 or fewer errors.

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**Standard Met? :**  
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**Semester and Year Assessment Conducted:**  
2014-15 (Fall 2014)  
**Faculty Assessment Leader:**  
D. Pahl | 10/01/2015 - Video students as they present so they can see and hear their work  
**Action Category:**  
Teaching Strategies  
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**Action Category:**  
Teaching Strategies |

#### Input Date:
11/26/2013

**Course SLO Status:**
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#### Assessment Method:  
Presentation/Skill Demonstration

**Standard and Target for Success:**  
It is expected that 100% of students will score above 70% or above on this SLO.