

Assessment: Course Four Column

Fall 2018



El Camino: Course SLOs (BUS) - Office Administration

ECC: BUS 27:Effective English for Business

Course SLOs	Assessment Method Description	Results	Actions
SLO #2 Business Correspondence - Demonstrate the ability to use proper grammar, sentence and structure, and punctuation when composing typical business correspondence. Course SLO Status: Active Course SLO Assessment Cycle: 2015-16 (Fall 2015), 2018-19 (Fall 2018) Input Date: 03/03/2015	Multiple Assessments - SLO assessments are accomplished through regularly scheduled examinations, online and in class testing and homework. Standard and Target for Success: It is expected that 80% of students will score at 70% or better on the related assessment. Sample questions: _____ are groups of words that express complete thoughts. a. Phrases *b. Sentences c. Dependent clauses d. Predicates To be complete, sentences must make sense and contain a subject and a _____. a. comma b. dependent clause c. helping verb	Semester and Year Assessment Conducted: 2015-16 (Fall 2015) Standard Met? : Standard Met A pool of 25 students achieved an overall average of 80% on the assessment. The primary assessment for this SLO was an online test supported by homework and in class work. (12/18/2015) Faculty Assessment Leader: D. Pahl Semester and Year Assessment Conducted: 2014-15 (Fall 2014) Standard Met? : Standard Met A pool of 23 students achieved an overall average of 88% on the assessment. 18 students (78% of the population) students 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. (02/01/2015) Faculty Assessment Leader: D. Pahl	Action: Continue to focus on the elements of grammar in properly constructing sentences and paragraphs. Develop alternative methods of teaching focusing on the elements of grammar. (11/15/2016) Action Category: Teaching Strategies Action: Continue to focus on the elements of grammar. (11/15/2015) Action Category: Teaching Strategies

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	<p>*d. predicate</p> <p>A group of related words without a subject and a verb is called a(n) ____.</p> <p>a. dependent clause</p> <p>b. independent clause</p> <p>*c. phrase</p> <p>A ____ sentence contains two complete but related thoughts.</p> <p>a. simple</p> <p>*b. compound</p> <p>c. complex</p> <p>d. compound-complex</p> <p>In the sentence Profits are excellent, the sentence pattern is ____.</p> <p>a. subject?verb</p> <p>b. subject?action verb?object</p> <p>*c. subject?linking verb? complement</p> <p>d. inverted order</p> <p>Identify the following group of words: When will my return be processed</p> <p>a. command</p> <p>b. statement</p> <p>*c. question</p> <p>d. exclamation</p>		
	<p>Exam/Test/Quiz - SLO assessments are accomplished through regularly scheduled examinations.</p> <p>Typical test questions:</p> <p>____ are groups</p>	<p>Semester and Year Assessment Conducted: 2018-19 (Fall 2018)</p> <p>Standard Met? : Standard Met</p> <p>A pool of 24 students achieved an overall average of 86% on the assessment. 23 students (96% of the population) students scored at 72% or higher The primary assessment for this SLO was an online test supported by homework and</p>	<p>Action: Add publisher online material for additional comprehension. (11/15/2019)</p> <p>Action Category: Teaching Strategies</p>

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	<p>of words that express complete thoughts.</p> <p>a. Phrases</p> <p>*b. Sentences</p> <p>c. Dependent clauses</p> <p>d. Predicates</p> <p>To be complete, sentences must make sense and contain a subject and a ____.</p> <p>a. comma</p> <p>b. dependent clause</p> <p>c. helping verb</p> <p>*d. predicate</p> <p>A group of related words without a subject and a verb is called a(n) ____.</p> <p>a. dependent clause</p> <p>b. independent clause</p> <p>*c. phrase</p> <p>A ____ sentence contains two complete but related thoughts.</p> <p>a. simple</p> <p>*b. compound</p> <p>c. complex</p> <p>d. compound-complex</p> <p>In the sentence Profits are excellent, the sentence pattern is ____.</p> <p>a. subject?verb</p> <p>b. subject?action verb?object</p> <p>*c. subject?linking verb?complement</p> <p>d. inverted order</p> <p>Identify the following group of words: When will my return be</p>	<p>in class work. Assessments consisted of online and in class testing, homework, and in class work groups. (02/27/2019)</p> <p>Faculty Assessment Leader: D. Pahl</p>	

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processed

- a. command
- b. statement
- *c. question
- d. exclamation

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