

# PROGRAM REVIEW – CURRICULUM PACKET

## 2018-2019

### COMPUTER BUSINESS APPLICATIONS

This report includes course student learning outcome (cSLO) assessment summaries from 2015-16 to 2017-18.

Table 1. Course offerings per academic year from 2015-16 to 2018-19

Table 2. Course assessment status between 2015-16 and 2017-18

Table 3. cSLOs that were not assessed between 2015-16 and 2017-18

Table 4. cSLOs assessed and corresponding Data Evaluation

Table 5. cSLOs assessed and corresponding Data Planning

#### COURSE OFFERINGS

Table 1. Course offerings per academic year from 2015-16 to 2018-19

Course Name	2015-2016	2016-2017	2017-2018	2018-2019
CBA G101	x	x	x	x
CBA G101N				x
CBA G115	x	x	x	
CBA G117	x	x	x	
CBA G119	x	x	x	
CBA G120	x	x	x	x
CBA G145	x	x	x	x
CBA G145N				x
CBA G149	x	x	x	x
CBA G149N				x
CBA G152	x	x	x	x
CBA G152N				x
CBA G155	x	x	x	x
CBA G155N				x
CBA G156	x	x	x	x
CBA G157	x	x	x	x
CBA G160	x	x	x	x
CBA G160N				x
CBA G161	x	x	x	x
CBA G165	x			
CBA G170	x	x	x	x
CBA G171	x	x	x	x
CBA G181	x	x	x	x
CBA G183	x	x	x	
CBA G190	x			
CBA G195	x	x	x	x
CBA G196	x			

#### COURSE ASSESSMENT STATUS

Fully Assessed



Partially Assessed



No Assessment



Table 2. Course Assessment Status between 2015-16 and 2017-18

\*No enrollment data between 2013-14 and 2018-19

Course Name	Total cSLOs	No. cSLOs Assessed	Assessment Status	Last Term Offered
CBA G101	5	0 out of 5	No Assessment	Spring 2019

Course Name	Total cSLOs	No. cSLOs Assessed	Assessment Status	Last Term Offered
CBA G101N	5	0 out of 5	No Assessment ↓	*
CBA G120	10	1 out of 10	Partially Assessed ↔	Fall 2017
CBA G145	6	0 out of 6	No Assessment ↓	Spring 2019
CBA G145N	6	0 out of 6	No Assessment ↓	Summer 2018
CBA G149	6	0 out of 6	No Assessment ↓	Spring 2019
CBA G149N	6	0 out of 6	No Assessment ↓	*
CBA G152	6	1 out of 6	Partially Assessed ↔	Spring 2019
CBA G152N	7	0 out of 7	No Assessment ↓	*
CBA G155	3	1 out of 3	Partially Assessed ↔	Fall 2018
CBA G155N	6	0 out of 6	No Assessment ↓	*
CBA G156	4	0 out of 4	No Assessment ↓	Spring 2016
CBA G157	3	1 out of 3	Partially Assessed ↔	Spring 2019
CBA G160	4	4 out of 4	Fully Assessed ↑	Spring 2019
CBA G160N	4	0 out of 4	No Assessment ↓	*
CBA G161	4	4 out of 4	Fully Assessed ↑	Spring 2019
CBA G165	4	0 out of 4	No Assessment ↓	Fall 2015
CBA G166	4	0 out of 4	No Assessment ↓	Fall 2013
CBA G170	5	1 out of 5	Partially Assessed ↔	Fall 2018
CBA G171	5	0 out of 5	No Assessment ↓	Fall 2014
CBA G181	6	2 out of 6	Partially Assessed ↔	Fall 2017
CBA G183	7	1 out of 7	Partially Assessed ↔	Spring 2018
CBA G190	5	1 out of 5	Partially Assessed ↔	Spring 2016
CBA G192C	3	0 out of 3	No Assessment ↓	*
CBA G195	7	1 out of 7	Partially Assessed ↔	Fall 2018
CBA G196	7	0 out of 7	No Assessment ↓	Spring 2016

Table 3. cSLOs that were not assessed between 2015-16 and 2017-18

Course Name	cSLO Name	cSLO to Assessed
CBA G101	cSLO 1	Demonstrate the ability to understand basic computing concepts and principles, and to successfully utilize common software applications.
CBA G101	cSLO 2	Demonstrate mastery of alphabetic letters (lowercase and capitals), numbers, and symbol-key reaches by "touch".
CBA G101	cSLO 3	Self-evaluate their skills and overall growth on practice work and timed proficiency tests by proofreading work, measuring speed development, identifying error content, and taking self-tests.
CBA G101	cSLO 4	Incorporate correct keyboarding posture and techniques in daily keyboarding activities
CBA G101	cSLO 5	Develop a minimum speed of 15+ words per minute with a maximum of three errors on three "official" 2-minute timed proficiency tests.
CBA G101N	cSLO 1	Demonstrate mastery of alphabetic letters (lowercase and capitals), numbers, and symbol key reaches by "touch."
CBA G101N	cSLO 2	Develop a minimum speed of 15+ words per minute with a maximum of three errors on three official 2-minute timed proficiency tests.
CBA G101N	cSLO 3	Evaluate skills and overall growth on practice work and timed proficiency tests by proofreading work, measuring speed development, identifying error content, and taking self-tests.
CBA G101N	cSLO 4	Incorporate correct keyboarding posture and techniques in daily keyboarding activities.
CBA G101N	cSLO 5	Comprehend basic computing functions in order to successfully utilize common software applications.
CBA G120	cSLO 1	Demonstrate the ability to understand basic computing concepts and principles, and to successfully utilize common software applications.
CBA G120	cSLO 10	Create business and financial reports.

Course Name	cSLO Name	cSLO to Assessed
CBA G120	cSLO 2	Demonstrate restoring QuickBooks portable and backup data files.
CBA G120	cSLO 3	Demonstrate setting up the preferences for a new company.
CBA G120	cSLO 4	Demonstrate setting up the chart of accounts for assets, liabilities, equity, income and expense accounts.
CBA G120	cSLO 5	Set up items to manage products, services, tax codes, other charges, and inventory items.
CBA G120	cSLO 6	Describe and define setup procedures for customers and vendors.
CBA G120	cSLO 7	Enter and manage transactions for banking and reconcile accounts.
CBA G120	cSLO 9	Create and manage vendor's bills and credits; pay bills, and create vendors and payable reports.
CBA G145	cSLO 1	Identify and describe technical terminology, data representation, processing methods, licensing and copyrights, operating and utility software, and application software
CBA G145	cSLO 2	Identify and describe digital technology, computer IPOS (input, processing, output and storage), integrated circuits, types of memory, hardware and network systems.
CBA G145	cSLO 3	Contrast and identify input/output devices, storage mediums, and communicating with digital devices.
CBA G145	cSLO 4	Develop and manage File Management tools: drives, folders, files, extensions.
CBA G145	cSLO 5	Evaluate, search and navigate the Internet, Web Browsers, Tabbed Browsing, Web Pages, Safe browsing, Favorites and History.
CBA G145	cSLO 6	Create, save and print Microsoft Office documents with Word and Excel.
CBA G145N	cSLO 1	Identify and describe technical terminology, data representation, processing methods, licensing and copyrights, operating and utility software, and application software.
CBA G145N	cSLO 2	Identify and describe digital technology, computer IPOS (input, processing, output and storage), integrated circuits, types of memory, hardware and network systems.
CBA G145N	cSLO 3	Contrast and identify input/output devices, storage mediums, and communicating with digital devices.
CBA G145N	cSLO 4	Develop and manage file tools: drives, folders, files, extensions.
CBA G145N	cSLO 5	Evaluate, search and navigate the web, web browsers, tabbed browsing, web pages, safe browsing, favorites and history.
CBA G145N	cSLO 6	Utilize the Microsoft Office Suite applications to create, view, print, and save documents.
CBA G149	cSLO 1	Compose, send, and manage incoming e-mail messages.
CBA G149	cSLO 2	Open, print, respond to, forward, and close incoming e-mail messages.
CBA G149	cSLO 3	Create, edit, view, print, and manage calendars, appointments, meetings, and events.
CBA G149	cSLO 4	Manage contacts and personal contact information by creating, viewing, sorting, and searching for contacts.
CBA G149	cSLO 5	Create and manage tasks such as to-do lists, tasks, flagging e-mail messages, and notes.
CBA G149	cSLO 6	Customize the Outlook environment by adding new e-mail accounts, work with options for junk e-mail, create and format e-mail signatures, and change display options.
CBA G149N	cSLO 1	Compose, send, and manage incoming e-mail messages.
CBA G149N	cSLO 2	Open, print, respond to, forward, and close incoming e-mail messages.
CBA G149N	cSLO 3	Create, edit, view, print, and manage calendars, appointments, meetings, and events.
CBA G149N	cSLO 4	Manage contacts and personal contact information by creating, viewing, sorting, and searching for contacts.
CBA G149N	cSLO 5	Create and manage tasks such as to-do lists, tasks, flagging e-mail messages, and notes.
CBA G149N	cSLO 6	Customize the Outlook environment by adding new e-mail accounts, work with options for junk e-mail, create and format e-mail signatures, and change display options.
CBA G152	cSLO 2	Identify and describe the basics of the Windows operating system.
CBA G152	cSLO 3	Organize, manage, and personalize files and folders in the Windows environment; develop search strategies by searching in a folder window, filtering the search results by size and date modified, examining the search results, and adding tags to files.
CBA G152	cSLO 4	Find and share information on the Internet; add an item to the Favorites list; compose and send E-mail.

Course Name	cSLO Name	cSLO to Assessed
CBA G152	cSLO 5	Manage and maintain hardware, software, disks, and devices; enhance the computer's performance and troubleshoot computer problems.
CBA G152	cSLO 6	Manage multimedia files by working with graphics, photos, music, and movies.
CBA G152N	cSLO 1	Identify and describe the components of the Windows operating system.
CBA G152N	cSLO 2	Navigate, organize, manage, personalize, and search files and folders in the Windows environment.
CBA G152N	cSLO 3	Find and use information on the Internet and share information in an E-mail platform.
CBA G152N	cSLO 4	Use Windows security features to protect the computer.
CBA G152N	cSLO 5	Manage multimedia files by working with graphics, images, photos, music, and videos.
CBA G152N	cSLO 6	Establish mobile computing capability by setting up a small office network, a home network, and homegroup.
CBA G152N	cSLO 7	Examine system information to improve computer's operation performance and troubleshoot computer problems.
CBA G155	cSLO 2	Insert comments and track changes; acknowledge a source by creating and modifying footnotes and endnotes; insert a table of contents and index; and add a reference table and create cross-references.
CBA G155	cSLO 3	Insert, format, and apply formulas to tables; convert text to a table; perform a mail merge by selecting a main document, selecting and/or creating recipients, and inserting merge fields.
CBA G155N	cSLO 1	Create, edit, format, save, proof, and print documents using Microsoft Word.
CBA G155N	cSLO 2	Change the appearance of a Word document by applying font attributes, word wrap, tabs, borders, and columns.
CBA G155N	cSLO 3	Create, insert, and format lists, tables; convert text to a table.
CBA G155N	cSLO 4	Insert symbols, pictures, graphics, and other objects; format them to optimize visual appeal and/or conform to specific writing styles.
CBA G155N	cSLO 5	Insert comments, track changes, cite sources with footnotes and endnotes, cross-reference a document, add a reference table, and create a table of contents.
CBA G155N	cSLO 6	Perform a mail merge by selecting a main document, selecting and/or creating recipients, and inserting merge fields.
CBA G156	cSLO 1	Construct a newsletter by developing a document design, inserting and manipulating graphical objects, using Object Linking and Embedding (OLE) to insert an object, and update a linked object.
CBA G156	cSLO 2	Select a template from the backstage view; create a template by using building blocks, viewing documents side-by-side, merging documents, using navigational tools, and customizing fonts and effects.
CBA G156	cSLO 3	Create an electronic form, insert form controls, and protect a form. Record an run macros; apply document restrictions and passwords; and use digital signatures to authenticate documents.
CBA G156	cSLO 4	Customize the Ribbon; build and publish a web page; apply references and hyperlinks to documents; attach an XML schema to a document; and create a blog post.
CBA G157	cSLO 1	Demonstrate the ability to understand basic computing concepts and principles, and to successfully utilize common software applications.
CBA G157	cSLO 2	Use basic type- and graphic-oriented design elements available with WORD to enhance the readability of multiple-page, portrait, or landscape documents such as letterheads, business cards, personal documents, flyers, brochures, promotional documents, charts, transparencies, presentation materials, newsletters, reports, and manuals.
CBA G160N	cSLO 1	Explore the Excel window; enter and edit cell data; create formulas; display cell formulas; use Auto Fill; manage worksheets, columns, and rows; select, move, copy, and paste data; apply alignment and font options; apply number formats; select page setup options; and preview and print a worksheet.
CBA G160N	cSLO 2	Use relative, absolute, and mixed cell references in formulas; correct circular references; insert a function; insert basic math and statistical functions; use date functions; determine results with the IF function; use lookup functions; calculate payments with the PMT function; create and maintain range names; use range names in formulas.

Course Name	cSLO Name	cSLO to Assessed
CBA G160N	cSLO 3	Select the correct data source for creating charts; choose a chart type; move, size, and print a chart; add and format chart elements; apply a chart style and colors; modify the data source; and create and customize sparklines.
CBA G160N	cSLO 4	Freeze rows and columns; print large datasets; design and create tables and apply table styles; sort and filter data; use structured references and total row; apply conditional formatting; and create rules.
CBA G165	cSLO 1	Describe relational databases; explore a database; create a database, table, and primary keys; relate two tables; enter and edit data. Use the Query Wizard and Query Design View to create queries; work with and sort and find data in a query; filter data, apply AND and OR criteria; and format a datasheet.
CBA G165	cSLO 2	Create forms by using the Form Wizard and Form Layout View; create a split form, add fields to a form, modify form controls and the tab order; create calculations and insert an image in a form. Use the Report Wizard and Report Layout View to create a report; describe report sections, apply group and sort orders, add subtotals and counts, and resize and align controls; format a report; and create mailing labels.
CBA G165	cSLO 3	Examine relational databases, design related tables, and create one-to-many relationships; create lookup and attachment fields; modify Short Text, Number and Currency, Data/Time fields, and validation properties. Create multitable queries and apply sorts and view SQL; develop AND and OR criteria in a query; create calculated fields and create a report on a query; build summary and crosstab queries.
CBA G165	cSLO 4	Create a form using Form View and align control edges; add subforms and combo boxes for data entry and to find records; add command buttons, option groups, and tab controls. Create parameter and summary reports and add subreports to a report; apply conditional formatting, add lines, use Format Painter and themes, and modify section properties to reports.
CBA G166	cSLO 1	Using Access data, import to and export data from Excel; publish to and merge data with Word; link data from Access, and export Access data to PDF. Normalize data by analyzing relationships, forms, and reports; evaluate tables, improve fields and use subqueries; and modify joins.
CBA G166	cSLO 2	Create advanced queries such as parameter, Make Table, Append, Delete, Update, and queries to display top values. Modify query properties, specify join properties, and find unmatched records. Create advanced reports by applying formatting, controlling print layout, and using domain functions. Create multi-column reports; create and modify charts, and apply chart types to reports.
CBA G166	cSLO 3	Create, modify actions and arguments, and troubleshoot macros; create a data macro and assign a macro to a command button; use IF statements and work with events. Create and compare modules and VBA; create functions, IF statements, document procedures, and class modules; modify sub procedures and troubleshoot modules.
CBA G166	cSLO 4	Administer a database by creating a navigation form, changing startup options, setting a password, backing up, converting, and splitting a database; analyze database performance and compact and repair a database. Explore Web technologies that complement an Access database by creating a hyperlink field and control; use HTML tags to format text; export Access data to and from HTML and XML; create an Access Web app, and save and share a database with Cloud technology.
CBA G170	cSLO 1	Implement basic computing concepts and principles as they relate to creating and editing PowerPoint files.
CBA G170	cSLO 2	Plan, create, and present a PowerPoint presentation using slide layouts, applying themes, inserting media objects, using animations and transitions, and running and navigating a slide show.
CBA G170	cSLO 3	Create and modify a presentation using a template; create, modify, and print in outline view; and import an MS Word outline in PowerPoint.
CBA G170	cSLO 5	Apply multimedia effects by inserting and transforming pictures; adding audio and video; and creating a photo album.
CBA G171	cSLO 1	Implement basic computing concepts and principles as they relate to creating and editing PowerPoint files.
CBA G171	cSLO 2	Create, draw, and format posters, banners, and tables; create, insert, format, and modify statistical charts and graphs in presentations.

Course Name	cSLO Name	cSLO to Assessed
CBA G171	cSLO 3	Insert and add hyperlinks and action buttons to presentations; apply multiple animations, motion paths, animation settings, and timings to text and objects in presentations.
CBA G171	cSLO 4	Modify Handout, Notes, Slide, and Template Masters, and create custom slide shows.
CBA G171	cSLO 5	Create and work with comments and ink annotations; showing, hiding, and printing markup collaboration; protecting, sharing, and sending a presentation.
CBA G181	cSLO 2	Create, edit, and format documents using Microsoft WORD.
CBA G181	cSLO 3	Create and construct worksheets using formulas and functions and inserting charts using Microsoft EXCEL.
CBA G181	cSLO 5	Create, edit, and format a presentation and apply transitions using Microsoft POWERPOINT.
CBA G181	cSLO 6	Integrate data, charts, and objects among Word, Excel, Access, and PowerPoint applications.
CBA G183	cSLO 1	Implement basic computing concepts and principles, and successfully utilize common software applications.
CBA G183	cSLO 2	Create a Web Page from a WORD document and insert and modify hyperlinks; use advanced Find and Replace and proofing options.
CBA G183	cSLO 3	Build WORD documents from reusable content and revise documents using Markup Tools.
CBA G183	cSLO 5	Manage large workbooks; use advanced sorting and filtering techniques; and create charts, diagrams, and templates in EXCEL.
CBA G183	cSLO 6	Enhance ACCESS tables, queries; and customize forms and reports.
CBA G183	cSLO 7	Create templates and review, publish, and protect presentations in POWERPOINT; apply advanced graphic techniques; enhance a presentation with audio and video; and deliver a presentation.
CBA G190	cSLO 1	Implement basic computing concepts and principles, and successfully utilize common software applications.
CBA G190	cSLO 2	Follow proper netiquette in the transmission of data on the Internet.
CBA G190	cSLO 4	Locate and retrieve information on the Web using search engines and web directories, and evaluate online information resources.
CBA G190	cSLO 5	Evaluate and analyze email options and programs and explore web-based email and file sharing sites.
CBA G192C	cSLO 1	Formulate and modify, as needed, learning objectives and work goals by effectively communicating and collaborating with instructors, co-workers, and job site supervisors.
CBA G192C	cSLO 2	Apply knowledge, attitudes and skills needed to successfully achieve their learning objectives and work goals. This includes the ability to communicate, work independently and collaboratively as a team member, manage time and tasks efficiently, and to conduct research and access resources.
CBA G192C	cSLO 3	Objectively evaluate their progress by a process of self-examination and by making effective use of supervision and feedback.
CBA G195	cSLO 2	Convert existing documents to PDF.
CBA G195	cSLO 3	Customize Adobe PDF output.
CBA G195	cSLO 4	Create, edit, and modify PDF files.
CBA G195	cSLO 5	Utilize Acrobat in the document review cycle.
CBA G195	cSLO 6	Utilize Acrobat to upload PDF files online.
CBA G195	cSLO 7	Utilize Acrobat to comple (fill out) forms.
CBA G196	cSLO 1	Demonstrate the ability to understand basic computing concepts and principles, and to successfully utilize common software applications.
CBA G196	cSLO 2	Discuss the history of the World Wide Web.
CBA G196	cSLO 3	Understand the importance of determining the purpose of a Web site before beginning the design.
CBA G196	cSLO 4	Evaluate the effectiveness of Web sites - Communication, Visual, Usability.
CBA G196	cSLO 5	Understand the principles of usability and accessibility.
CBA G196	cSLO 6	Prepare and plan a simple Web site.
CBA G196	cSLO 7	Create a simple site, test, maintain and edit for a minimum of two weeks.



## DATA EVALUATION

Table 4. cSLOs assessed and corresponding Data Evaluation.

\*Denotes historical cSLOs.

Course Name	cSLO	Semester Assessed	cSLO Data Evaluation
CBA G120	cSLO 8	Spring 2017	Majority of students showed competency in setting up customers, entering customer transactions and running customer reports in QB. • Overall the system is working well. • I used final survey for student experience. 63% participated. Overall class experience and learning was above average.
CBA G152	cSLO 1	Spring 2016	4 out of 6 students answered the questions correctly.
CBA G155	cSLO 1	Spring 2016	2/2 (100%) of students completed project correctly.
CBA G157	cSLO 3	Fall 2015	This course required the student to complete various business documents to produce agendas, letterheads, envelopes, flyers, and announcements, as well as other specialty documents. Given a business office scenario, the student was able to correctly identify the type of document and the required features to create a timesheet. The timesheet required fields such as Date, State Time, End Time, Regular Hours, Overtime Hours, and Total Hours.
CBA G157	cSLO 3	Spring 2016	Incomplete SLO assessment - ORPIE
CBA G160	cSLO 1	Fall 2015	Students created a worksheet to calculate a monthly payment plan for one year, calculating a standard interest rate and summarizing data using statistics functions. One of the 13 students submitted the final exam without successfully using some of the required functions; however, this student fully demonstrated understanding of relative and absolute cell references in formulas.
CBA G160	cSLO 1	Fall 2016	All 14 students successfully demonstrated how to use the IF function in Excel to complete the calculation for Gross Pay. This included knowledge of the value or expression that can be evaluated as TRUE/FALSE; what the value would be if the logical test is TRUE, and what the value would be if the logical test is FALSE; also they determined if the cell addresses in the formula were absolute and/or relative cell references.
CBA G160	cSLO 1	Fall 2017	All but two students successfully achieved the learning outcome in this assignment. 90% is an acceptable percentage of students displaying knowledge and skills for developing relative and absolute cell referencing and correcting formula construction.
CBA G160	cSLO 2	Fall 2016	17 of the 17 students enrolled in this class successfully completed the exercise by analyzing the sales data and creating a 3D Pie Chart. This included moving and sizing the chart, adding chart elements such as data labels (if they thought it would enhance the chart's readability), and applying a chart style to professionally format the chart.
CBA G160	cSLO 3	Fall 2015	Nine of the 11 students successfully completed this spreadsheet exercise by demonstrating the required features and functions when working with a large spreadsheet. Two of the students did not successfully complete the spreadsheet.
CBA G160	cSLO 4	Spring 2016	CRN 60164. All students successfully completed the hands-on exercise, except one student. That one student submitted the file; however, the values were not based on the correct formulas. CRN 61309. Nine out of 11 students successfully completed and submitted the hands-on exercise. Two students were absent on the day this hands-on exercise was assigned.
CBA G160	cSLO 4	Spring 2017	All 17 students completed an Excel workbook with by achieving correct calculations based on formulas and functions using the correct cell ranges. Students correctly formatted the text; assigned a sheet name to

Course Name	cSLO	Semester Assessed	cSLO Data Evaluation
			the worksheet, as well as selecting the correct print options to correctly display all worksheet data.
CBA G161	cSLO 1	Spring 2016	Twelve out of 14 students successfully completed this hands-on exercise demonstrating their ability to subtotal data, group and ungroup data, create, format, and modify a PivotTable and Pivot Chart, and create a calculated field in a PivotTable.
CBA G161	cSLO 2	Fall 2016	A different SLO will be used to assess the students in the next Excel Intro class.
CBA G161	cSLO 3	Fall 2015	Eight out of 10 students successfully completed a hands-on exercise demonstrating their ability to enter a nested logical function in a spreadsheet to display "yes" or "no" for a university admit status; and enter database functions such as DCOUNT and DAVERAGE for summary counts and average SAT and GPA scores. Two of the 10 students did not complete or submit the assignment.
CBA G161	cSLO 4	Spring 2017	This hands-on exercise required students to consolidate multiple worksheets and demonstrate worksheet grouping/creating 3D cell references, inserting hyperlinks. All students in the course successfully completed this hands-on exercise and demonstrative a high degree of understanding and competency in this SLO.
CBA G161	cSLO 4	Fall 2017	Fourteen out of 15 students successfully completed the hands-on assignment. The student who did not complete the assignment started the course late.
CBA G170	cSLO 4	Fall 2015	Students created a PowerPoint presentation adding SmartArt diagrams explain the water cycle and inserting WordArt with a quote. Inserting clip art, textboxes, and manipulating objects were involved to demonstrate successful completion this final exam. Seven out of the 8 students successfully completed the final exam. One student did not submit the final exam, therefore failing the exam.
CBA G181	cSLO 1	Fall 2015	All students clearly demonstrated their ability to create various tasks using the specific application required for that task. For example, they were given directions to create a flyer, spreadsheet, database, presentation, and sending attachments using an email program. All the students clearly identified the correct application in which to create the task, and clearly demonstrated how to send attachments using an email program such as Outlook.
CBA G181	cSLO 4	Spring 2017	All the students displayed a high degree of understanding by describing the purpose and usefulness of reports and forms created in Access; as well as successfully described the reason for publishing a report as a PDF.
CBA G181	cSLO 4	Fall 2017	Twelve out of 15 students successfully completed the hands-on assignment designing and creating Access tables, establishing table relationships, and creating single and multi-table queries. Three student who did not complete the assignment for various reasons.
CBA G183	cSLO 4	Spring 2016	The entire class successfully demonstrated proficiency with this hands-on assessment.
CBA G190	cSLO 3	Fall 2015	The student successfully identified the terms Hyperlink, Links, and Hypermedia in a multiple-choice/matching quiz.
CBA G195	cSLO 1	Spring 2016	Four of the six students were able to complete the task at 100%. There were several chapters throughout the semester in which this information was covered.



## DATA PLANNING

Table 5. cSLOs assessed and corresponding Data Planning.

\*Denotes historical cSLOs.

Course Name	cSLO	Semester Assessed	cSLO Data Planning
CBA G120	cSLO 8	Spring 2017	I will keep using weekly reminders, emails etc. to connect to all students, especially ones at risk. Will use web conferencing and videos as needed to help students.
CBA G152	cSLO 1	Spring 2016	No further action required.
CBA G155	cSLO 1	Spring 2016	No further action required.
CBA G157	cSLO 3	Fall 2015	A different SLO will be used to assess the students in the next class.
CBA G157	cSLO 3	Spring 2016	Incomplete SLO assessment - ORPIE
CBA G160	cSLO 1	Fall 2015	Based on last semester's SLOA, this same SLO was used to evaluate this semester's students to determine if more in-depth instruction on the concepts of relative and absolute cell references would prove to enhance students' understanding. Based on the results of this final exam, this class successfully completed and mastered these two concepts. A different SLO will be used to assess the 2nd 8-week CBA G160 course.
CBA G160	cSLO 1	Fall 2016	A different SLO will be used to assess the students in the next Excel Intro class.
CBA G160	cSLO 1	Fall 2017	Two students did not submit the required exercise for various reasons. A new SLO will be used for the next session of this course.
CBA G160	cSLO 2	Fall 2016	A different SLO will be used to assess the students in the next Excel Intro class.
CBA G160	cSLO 3	Fall 2015	A different SLO will be used to assess the students in the next semester's Excel Intro class.
CBA G160	cSLO 4	Spring 2016	The results of this assessment were very positive. A different SLO will be used to assess the students in the next semester's Excel Intro class.
CBA G160	cSLO 4	Spring 2017	A different SLO will be used in the next class to gauge student's competency in Excel.
CBA G161	cSLO 1	Spring 2016	Twelve out of 14 students successfully completed this hands-on exercise demonstrating their ability to subtotal data, group and ungroup data, create, format, and modify a PivotTable and Pivot Chart, and create a calculated field in a PivotTable.
CBA G161	cSLO 2	Fall 2016	no action plans entered
CBA G161	cSLO 3	Fall 2015	A different SLO will be used for the next CBA G161, Excel Intermediate course.
CBA G161	cSLO 4	Spring 2017	A different SLO will be used in next semester's Excel 161 course.
CBA G161	cSLO 4	Fall 2017	A high success rate was achieved with this SLO A new SLO will be used for the next session of this course.
CBA G170	cSLO 4	Fall 2015	Students successfully demonstrated mastery of this SLO; therefore a different SLO will be used to assess the next CBA G170 PowerPoint course.
CBA G181	cSLO 1	Fall 2015	A different SLO will be used in next semester's CBA G181 course.
CBA G181	cSLO 4	Spring 2017	The results of this SLO were achieved as a successful rate; therefore, a new SLO will be used next semester in this class.
CBA G181	cSLO 4	Fall 2017	A high success rate was achieved with this SLO A new SLO will be used for the next session of this course.
CBA G183	cSLO 4	Spring 2016	No changes needed at this time on this SLO for this course. A different SLO will be used in next semester's MS Office Intermediate course.
CBA G190	cSLO 3	Fall 2015	A different SLO will be used to assess the students in the next class.
CBA G195	cSLO 1	Spring 2016	No changes. This is a basic step for working with Adobe Acrobat.