



Instructions for completing the Program Level SLO and Assessment Matrix

- This document/process is only completed on EVC programs that result in degrees or certificates.
- The assessment can be completed every semester or annually.
- Not all Program SLOs must be assessed at the same time, but a timeline must be in place to assess all of them within 6 years for academic degrees and 2 years for CTE (based on program review requirements)
- For the purpose of assessment, the SLO Sub-committee recommends limiting program SLOs to 3-6. However, this document has been expanded to include a greater number in the event the program has more SLOs.
- Once completed, use the email link at the bottom of the document to send a copy to the SLO Coordinator. In the email, please `cc your division dean, any other faculty teaching the course and yourself. You can also print and save the document for your records.



Program Level SLO and Assessment Matrix

Program: BIS General Business

Date: 3-23-2012

	Program SLOs	Assessment Plan for each Program SLO	Program Courses							Analysis/Action Plan and Timeline	
			Course	Course	Course	Course	Course				
Add	SLO #1 Provide students with valuable software skills so that they can stay current with the evolving employment need of industry	<p>CIT 10: Identify the components of the system unit and describe their use. - Describe the development and use of information systems in business - Solve common business problems using appropriate Information Technology applications and systems.</p> <p>BIS 109: Select appropriate functions in Word, Excel, Access and PowerPoint -Create, edit, format, and print business documents using Word, Excel, Access and PowerPoint</p> <p>BIS 12: Operate the computer and use accessories correctly.</p> <p>BIS 102: Demonstrate knowledge of Excel basics. -Demonstrate the multiple use of windows</p>	CIT10 I, D, M	BIS 109 I,D,M	BIS 007 I,D,M	BIS 12 I.D.M	BIS 102 I.D.M				<p>CIT 10: Sections 204/205 46 students were tested. 67% overall average. Multiple choice test was administered in SAM2007. Sections 201 30 students were tested. 70% overall average. Multiple choice test was administered in SAM2007 in Spring 2012</p> <p>CIT 10: Sections 201-203: 78 students were tested. True/false, multiple choice and short answers were administered using SAM2010. 78% average in Fall 2012.</p> <p>CIT 10: Sections 201-203: 64students were tested. True/false, multiple choice and short answers were administered using SAM2010. 80% average in Spring 2013.</p> <p>BIS 109: There were 12 students in class. Seven made. students completed one exercise correctly from each of the four applications (Word, Excel, Access, and PowerPoint). In order for the students to complete the exercises, they needed to select appropriate functions in each of the applications in Fall 2015.</p> <p>BIS 109:All students completed one or more assignments correctly in Fall 2015.</p> <p>BIS 12: Out of 26 students, 26 were able to complete their practice lessons, making corrections where necessary to score only 1 or 0 error per document in Fall 2015.</p> <p>BIS 102: Quizzes were administered to 25 students. The average of the scores was 90% in Fall 2012. Quizzes were administered to 26 students covering knowledge of Excel Basics. The average of the student scores was 82% in Spring 2016.</p> <p>BIS 102: Midterm exams were administered to 26 students. The handson portion average scores were 84% in Spring 2016.</p>

Add	SLO #2	Provide students with a practical working knowledge of industry standard software	CIT 40	BIS 109	BIS 007	BIS 12	BIS 102					CIT 40: Analyzed assignments using a rubric. The hands-on assignments contained written HTML code for creating simple and nested/numbered and bulleted lists.
			I, D,M	I,D,M	I,D,M	I.D.M	I.D.M					
												CIT 40: Analyzed assignments using a rubric. The hands-on assignments contained written HTML code to demonstrate multi-column web page layouts in Fall 2012. CSS Positioning assignment; N = 13, score=100%
												BIS 109: All students completed one or more assignments correctly in Fall 2015.
												BIS 109: All students completed one or more assignments correctly in Fall 2015.
												BIS 007: Students were given a letter to read and proofread. Sixteen students out of 18 students proofread and corrected errors in a letter assignment in Spring 2012.
												BIS 007: Students had to compose and type a short e-mail message. Sixteen out of 20 students completed this assignment with a grade of 70 percent or higher in Fall 2014.
												BIS 12: Out of 26 students, 24 were able to make formatting decisions regarding business documents: a business letter, a ruled table, and a report page with footnotes. Average test score 81% in Fall 2014.
												BIS 12: Out of 30 students, 27 students were able to correctly format business documents: a business letter, a ruled table, and a memorandum. Average test score 80% in Fall 2014.
												BIS: Out of 26 students, 24 were able to make formatting decisions regarding business documents: a business letter, a ruled table, and a report page with footnotes within 60 minutes. Average test score 81% in Fall 2014.
												BIS 135: Students were evaluated on their presentations. The students had to show that they had resolved the

