



## 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				
<div></div> <div>Add</div>	SLO #1	Provide students with valuable software skills so that they can stay current with the evolving employment need of industry  - Describe the development and use of information systems in business - Solve common business problems using appropriate Information Technology applications and systems.  BIS 109: Select appropriate functions in Word, Excel, Access and PowerPoint -Create, edit, format, and print business documents using Word, Excel, Access and PowerPoint  BIS 12: Operate the computer and use accessories correctly.  BIS 102: Demonstrate knowledge of Excel basics. -Demonstrate the multiple use of windows	CIT10	BIS 109	BIS 007	BIS 12	BIS 102				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  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.  CIT 10: Sections 201-203: 64students were tested. True/false, multiple choice and short answers were administered using SAM2010. 80% average in Spring 2013.  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.  BIS 109:All students completed one or more assignments correctly in Fall 2015.  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.  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.  BIS 102: Midterm exams were administered to 26 students. The handson portion average scores were 84% in Spring 2016.
			I, D, M	I,D,M	I,D,M	I.D.M	I.D.M				

Add	SLO #2	Provide students with a practical working knowledge of industry standard software	CIT 40: Create simple and nested numbered and/or bulleted lists	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. Score for assignment; N = 18, mean = 90.1%; all students scored above 70% in Fall 2015.
			- Use CSS to produce multi-column layout on a Web page	I, D,M	I,D,M	I,D,M	I.D.M	I.D.M				
			BIS 109: Apply integration features in MS Office to combine data form from all programs into expanded documents. - Construct a solution for a business project by applying skills learned in MS Office.									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 007: Proofread and edit business correspondence. - Write electronic messages correctly.									BIS 109: All students completed one or more assignments correctly in Fall 2015.
			BIS 12: Make formatting decisions regarding business documents - Create and format impressive business documents. - Produce documents at a rate commensurate with industry standards									BIS 109: All students completed one or more assignments correctly in Fall 2015.
			BIS135: Solve problems that affect job performance inside and outside the workplace									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 102: Print and format spreadsheets -Create and use PivotTables									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

<div>Add</div>									BIS 102: Homework exercises were assigned that included work on printing and formatting. The average of the scores for 25 students was 91% in Fall 2012.
									BIS 102: Score for chapter assessments for Level 2, Chapter 4 and the hands-on part of the final exam were 86% for 25 Students in Spring 2016.

(Click the Add button to continue grid for each Program SLO)

Program Level SLOs are Student Learning Outcomes for a program that will be assessed to measure the effectiveness of that course of study (program is defined as course of study leading to a degree or certificate)

Write the Program Major Courses in the third section and mark the grid as follows: (note: there may be a course that does not address the SLO assessed. In this case, no "I, D or M" will be listed beneath the course)

I = the SLO is *introduced* in this course

D = the SLO is *developed and practiced with feedback* in this course

M = the SLO is *mastered and measured* in this course

Analysis/Action Plan: Once you collect and analyze assessment data, state what modifications will be made to improve the SLO outcomes and when.

***Once completed, provide electronic copy to Division Office and EVC SLO Coordinator***

[Print Form](#)
[E-mail Form](#)
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\* Modified from Bakersfield College; Approved by SLO Sub-committee 3/9/12