Course Title: Fundamentals of Word Processing – 3 credits

Course Leader: Karen Weil-Yates

Expected Learning Outcomes for Course

- *Edit, modify, and format existing documents*
- *Analyze a workplace scenario and generate the appropriate document using Word tools & utilities*
- *Will be prepared to take the Microsoft Specialist Word Exam*

Assessment
(How do students demonstrate achievement of these outcomes?)

For each chapter students are assigned several projects; each becomes progressively more outcome-based—meaning there are general instructions and not step-by-step instructions. Course emphasis is also on the type of document and its elements (what is a memo and how is it laid out? What does a well-designed flyer look like and what should I do for the reader?). Three exams are given (each on approximately 4 chapters) where the student uses critical thinking skills.

Validation
(What methods are used to validate your assessment?)

The text book maps to the Microsoft Word Expert exam and is published by an industry leader in the information technology field. The more challenging assessments are literally named Outcome-Based! Rubrics are published in the text—allowing the student to see the major concepts that will be assessed. The final exam has been designed and revised by an adjunct and me and in use for several years.

Advisory Committee members approved the assessments and exams for the course.

Results
(What does the data show?)

Student	Exam 1	Exam 2	Exam 3
Student #1	95%	87%	93%
Student #2	0%	0%	0%
Student #3	81%	0%	0%
Student #4	84%	0%	79%
Student #5	57%	79%	74%
Student #6	78%	0%	0%
Student #7	80%	82%	50%
Average	68%	35%	42%

When you remove the students who did not complete any of the exams, the averages change to the chart listed below which are passing grades for the remaining four students.

	Exam 1	Exam 2	Exam 3
Average	79%	62%	74%

Follow-up
(How have you used the data to improve student learning?)

The averages for this class were good for the 3 assessments.   They are a good assessment of students' skills. This section was taught as a hybrid course; almost 50% of the students "walked away from the course; many find it difficult to stay " on task" during the time they are not in class.

Budget Justification
(What resources are necessary to improve student learning?) Camtasia –this course is taught on-line and it would help to be able to demo techniques and composition.