

Course Outcomes Guide #4

**Course Title:** Fundamentals of Word Processing – 3 credits

**Course Leader:** Karen Weil-Yates

**Date:** 16/SP

**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	0%	0%	0%
Student #2	85.00%	87.50%	87.50%
Student #3	75.00%	89.58%	43.27%
Student #4	88.33%	93.75%	47.12%
Student #5	84.17%	61.46%	44.23%
Average	67%	66%	44%

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When you remove the students who did not complete any of the exams, the averages change to the percentages shown below—80% or above for the remaining four students except for the final exam. The third exam requests that student design and create their own memo, brochure and form showcasing 9 document elements. They have over 3 weeks to work on this; only one student gave it much thought.

Spring 2016	Exam 1	Exam 2	Exam 3
Average	83	83%	56%

### **Follow-up**

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

We are updating the textbook to the 2016 version of Office. We will review Exam 3 for clarity.

### **Budget Justification**

(What resources are necessary to improve student learning?) Camtasia –this course is taught on-line. I am starting to build a library of podcasts to demo techniques and composition.