Course Assessment Report - 4 Column
Great Basin College
Courses (CT) - Comp and Info Tech

Course Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
Courses (CT) - Comp and Info Tech - CIT 201 - Word Certification Prep - Use the new Ribbon interface in Microsoft Word, ect. - Use the new Ribbon interface in Microsoft Word. Prepare, edit, and print documents using the features of the software. Utilize the online help system to research features and functions in order to increase proficiency in using the application (Created By Courses (CT) - Comp and Info Tech)	**Assessment Measure:** Create and edit documents following directions out of the book, discussions, instructor's videos and example pdf files. **Assessment Measure Category:** Assignment - Project **Criterion:** Overall Score 94%	11/12/2014 - Student that completed the assignments and watched the video and reviewed the example files did an excellent work in the class **Criterion Met:** Yes **Reporting Period:** 2013-2014	11/12/2014 - Have more learning material and example using MS Word advanced features. Create more videos and use already created videos.
Next Assessment: 2017-2018 **Start Date:** 06/23/2014 **Course Outcome Status:** Active			
Courses (CT) - Comp and Info Tech - CIT 201 - Word Certification Prep - Enhance documents with graphic elements - Enhance documents with graphic elements such as clip art, drawing tools, WordArt, and charts Automate document formatting with styles (Created By Courses (CT) - Comp and Info Tech)	**Assessment Measure:** Weekly Assignments, Unit Performance Assessments **Assessment Measure Category:** Assignment - Project **Criterion:** Overall Score 94%	11/12/2014 - Assessment results were achieved. **Criterion Met:** Yes **Reporting Period:** 2013-2014	11/12/2014 - Have more learning material and example using MS Word advanced features. Create more videos and use already created videos.
Next Assessment: 2017-2018 **Start Date:** 06/23/2014 **Course Outcome Status:** Active			
Courses (CT) - Comp and Info Tech - CIT 201 - Word Certification Prep - Word processing features to documents - Apply word processing features to documents, including macros, styles, headers and footers, footnotes and endnotes (Created By Courses (CT) - Comp and Info Tech)	**Assessment Measure:** Weekly Assignments, Unit Performance Assessments Discussions **Assessment Measure Category:** Assignment - Project **Criterion:** Overall Score 88%	11/12/2014 - Assessment results were achieved. **Criterion Met:** Yes **Reporting Period:** 2013-2014	11/12/2014 - Have more learning material and example using MS Word advanced features. Create more videos and use already created videos.
Next Assessment: 2017-2018 **Start Date:** 06/23/2014 **Course Outcome Status:** Active			
Courses (CT) - Comp and Info Tech - CIT 201 - Word Certification Prep - Create tables - Create tables to organize, sort, and select information Paste, link, and embed information from Excel to	**Assessment Measure:** Weekly Assignments, Unit Performance Assessments **Assessment Measure Category:**	11/12/2014 - Assessment results were achieved. **Criterion Met:** Yes **Reporting Period:**	11/12/2014 - Have more learning material and example using MS Word advanced features. Create more videos

Course Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
Word. (Created By Courses (CT) - Comp and Info Tech) **Next Assessment:** 2017-2018	Assignment - Written **Criterion:** Overall Score 90%	2013-2014	and use already created videos.
Start Date: 06/23/2014			
Course Outcome Status: Active			
Courses (CT) - Comp and Info Tech - CIT 201 - Word Certification Prep - Access the Internet and learn to use the features of Web browsers, ect. - Access the Internet and learn to use the features of Web browsers, including browsing, searching, and utilizing hyperlinks Utilize special features such as merging, master documents, tracking changes, reference pages, fill-in forms, and outlines (Created By Courses (CT) - Comp and Info Tech) **Next Assessment:** 2017-2018	**Assessment Measure:** Weekly Assignments, Unit Performance Assessments Discussion **Assessment Measure Category:** Assignment - Written **Criterion:** Overall Score 94%	11/12/2014 - Assessment results were achieved. **Criterion Met:** Yes **Reporting Period:** 2013-2014	11/12/2014 - Have more learning material and example using MS Word advanced features. Create more videos and use already created videos.
Start Date: 06/23/2014			
Course Outcome Status: Active			
Courses (CT) - Comp and Info Tech - CIT 201 - Word Certification Prep - Apply word processing features to documents - Apply word processing features to documents, including macros, styles, headers and footers, footnotes and endnotes (Created By Courses (CT) - Comp and Info Tech) **Next Assessment:** 2017-2018	**Assessment Measure:** Weekly Assignments, Unit Performance Assessments **Assessment Measure Category:** Assignment - Written **Criterion:** Overall Score 84%	11/12/2014 - Assessment results were achieved. **Criterion Met:** Yes **Reporting Period:** 2013-2014	11/12/2014 - Have more learning material and example using MS Word advanced features. Create more videos and use already created videos.
Start Date: 06/23/2014			
Course Outcome Status: Active			
Courses (CT) - Comp and Info Tech - CIT 201 - Word Certification Prep - Indexes, tables of content, master and subdocuments - Create and modify indexes, tables of content, master and subdocuments. (Created By Courses (CT) - Comp and Info Tech) **Next Assessment:** 2017-2018	**Assessment Measure:** Weekly Assignments, Unit Performance Assessments Discussions **Assessment Measure Category:** Assignment - Written **Criterion:** Overall Score 84%	11/12/2014 - Assessment results were achieved **Criterion Met:** Yes **Reporting Period:** 2013-2014	11/12/2014 - Have more learning material and example using MS Word advanced features. Create more videos and use already created videos.
Start Date: 06/23/2014			
Course Outcome Status: Active			