

All levels SLOs statistics during CCC Fall 2012 for Business Computing

SLO Text	SLO Level	Course Number	Fully Achieved	Partially Achieved	Failed to Achieve
Apply and build on theoretical and practical education in the performance of work tasks in chosen field.	C	BC-C284	100.00 %	0.00 %	0.00 %
Given a simple business scenario, the student will be able to select and use the appropriate software application to construct, edit, and format documents, appropriate for a home or small business environment.	C	BC-C100	75.00 %	3.13 %	21.88 %
The student will be able to use Microsoft Word (or similar word processing program) to produce a basic printed letter, memo, or report that contains text, graphics and appropriate formatting.	C	BC-C100	78.13 %	3.13 %	18.75 %
The student will be able to use Microsoft Excel (or similar worksheet-based program) to produce a basic worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.	C	BC-C100	78.13 %	0.00 %	21.88 %
The student will be able to use Microsoft Access (or similar database program) to produce a basic database and printed report that contains appropriate formatting, table structure and simple query formulas.	C	BC-C100	53.13 %	0.00 %	46.88 %
The student will be able to use Microsoft PowerPoint (or similar presentation program) to produce basic presentations and printed handouts that contain appropriate formatting, graphics, animation and sound.	C	BC-C100	75.00 %	0.00 %	25.00 %
Based on a typical business scenario, students will be able to use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer.	C	BC-C104	N/A	N/A	N/A
Additionally, students will be able analyze a typical business situation and select the appropriate Windows software applet to complete the task.	C	BC-C104	N/A	N/A	N/A
Organize the work area to create an efficient work environment.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Boot the computer, insert the data disk, and be able to access the keyboarding software from the menu.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Practice keying letter, number, and symbol keys using correct fingering while keeping eyes on the copy.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Print a document.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Use the spacebar, return key, shift keys, tabulator key, and backspace key with proper fingers by touch.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Choose appropriate spacing required after the following marks of punctuation: period at end of sentence, period after abbreviation, comma, colon, semicolon, and question mark.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Arrange simple columns of text using the tab key.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Develop a speed of no less than 21 gross words per minute on a 1-minute timed writing with 4 or fewer errors. Evaluation by 1-minute timed writing.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Express an understanding of technical keyboarding information by answering correctly 70% of objective questions on a final exam (90% on take home exam). Evaluation by objective portion of final exam.	C	BC-C107A	89.87 %	0.00 %	10.13 %
Upon completion of the course students will meet the minimum to maximum data entry requirements of 8,000 to 12,000 keystrokes per hour on industry-approved timed tests.	C	BC-C108	75.86 %	13.79 %	10.34 %

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Increase keyboarding skill and accuracy to employable levels of 50+ words per minute on 15-second, 1-minute, 3-minute, and 5-minute timings.	C	BC-C109	0.00 %	5.56 %	94.44 %
Upon successful completion of the course students will be able to communicate effectively by telephone, in person, and through computers and office equipment; set up files and file manually and electronically; use proper workplace etiquette and customer service skills; keyboard, edit, and proofread business documents; handle, distribute, and process mail; and work as a flexible team member.	C	BC-C112	44.44 %	25.93 %	29.63 %
Demonstrating good customer service, appropriate communication styles, human relations skills, problem-solving expertise and a grasp of business terminology; given a real-life scenario the student will make travel plans for a challenging situation with various types of documentation.	C	BC-C112	70.37 %	3.70 %	25.93 %
The student will create a personal job seeker's portfolio that includes research on jobs, salaries, and samples of various professional documents (letter of application, references list, resume, application for employment, etc.).	C	BC-C112	55.56 %	0.00 %	44.44 %
Based on a business scenario, students will be able to use Microsoft Excel to produce a professional worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.	C	BC-C120	70.59 %	8.82 %	20.59 %
Create, edit, convert, print, and distribute Acrobat (PDF) files that contain, text, images, forms, security options, and multimedia elements.	C	BC-C124	55.56 %	11.11 %	33.33 %
The student will use Microsoft® Word 2007 XP or Vista or higher versions' features and functions to create and edit memos, letters, and reports; apply appropriate formatting elements and styles to a range of document types; add graphics and other visual elements to enhance written communication; plan, research, write, revise, and publish documents to meet specific information needs; assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively.	C	BC-C147	72.41 %	13.79 %	13.79 %
The student will be able to use Microsoft® Word 2007, in conjunction with the XP or Vista operating system, to create and edit memos, letters, and reports; insert custom numbers and bullets, multilevel list numbering, headers and footers; create and print different sections; create and edit a chart; use spelling, grammar, thesaurus, word count, custom dictionaries, and research features; use and customize AutoCorrect, Quick Parts, Fields, and the Quick Access toolbar; create and customize themes and styles; insert links, and create a cross reference; insert special features and references; create a variety of tables and indexes; insert comments, track changes, and combine documents; and protect documents, prepare documents for distribution, and use a digital signature.	C	BC-C148	61.11 %	11.11 %	27.78 %
Students will be able to use CPT codes to create medical insurance claim forms used in a medical facility.	C	BC-C161	37.50 %	6.25 %	56.25 %
Students will be able analyze a medical billing situation and integrate the appropriate data from patient files and physician notes to complete a professional accounts payable invoice and submit the document to the appropriate insurance provider(s).	C	BC-C161	37.50 %	6.25 %	56.25 %
Students will be able to use CPT codes to create complex medical insurance claim forms used in a medical facility.	C	BC-C162	16.67 %	16.67 %	66.67 %
Students will be able analyze a complex medical billing situation and integrate the appropriate data from patient files and physician notes to complete a professional accounts payable invoice and submit the document to the appropriate insurance provider(s).	C	BC-C162	16.67 %	16.67 %	66.67 %

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Based on a typical business scenario, students will be able to use medical terminology to create medical records or insurance claim forms used in a medical facility.	C	BC-C163	94.44 %	2.78 %	2.78 %
Students will be able to integrate the appropriate terminology from patient files and physician notes.	C	BC-C163	94.44 %	2.78 %	2.78 %
Students will be able analyze medical terminology to produce professional medical documents.	C	BC-C163	94.44 %	2.78 %	2.78 %
Apply diagnosis/procedure codes using the ICD-9-CM.	C	BC-C164	12.50 %	50.00 %	37.50 %
Apply procedure codes using the CPT/HCPCS.	C	BC-C164	12.50 %	50.00 %	37.50 %
Adhere to current regulations and establish guidelines in code assignment.	C	BC-C164	12.50 %	12.50 %	75.00 %
Pass a sample AHIMA certification exam with a score of 75% or better.	C	BC-C164	12.50 %	50.00 %	37.50 %
Based on a typical business scenario, students will be able to use Microsoft PowerPoint to create and revise electronic presentations.	C	BC-C185	55.56 %	0.00 %	44.44 %
Students will be able analyze a typical business situation and integrate the appropriate data from other Windows software such electronic spreadsheets, databases or graphics to complete a professional presentation.	C	BC-C185	55.56 %	0.00 %	44.44 %
Based on self-evaluation and supervisor feedback, develop appropriate professional development and career advancement goals.	C	BC-C284	100.00 %	0.00 %	0.00 %
Demonstrate ethical civic, environmental, and social responsibility.	I	BC-C104	N/A	N/A	N/A
Demonstrate ethical civic, environmental, and social responsibility.	I	BC-C120	79.41 %	0.00 %	20.59 %
Demonstrate ethical civic, environmental, and social responsibility.	I	BC-C284	100.00 %	0.00 %	0.00 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C104	N/A	N/A	N/A
Demonstrate ability to apply critical thinking and analysis.	I	BC-C112	88.89 %	3.70 %	7.41 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C120	91.18 %	0.00 %	8.82 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C124	77.78 %	3.70 %	18.52 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C147	89.66 %	3.45 %	6.90 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C148	83.33 %	5.56 %	11.11 %
Demonstrate ability to apply critical thinking and analysis.	I	BC-C284	100.00 %	0.00 %	0.00 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	BC-C124	74.07 %	3.70 %	22.22 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	BC-C161	62.50 %	6.25 %	31.25 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	BC-C162	83.33 %	0.00 %	16.67 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	BC-C163	97.22 %	2.78 %	0.00 %
Demonstrate innovative thinking, and adaptive, creative problem solving skills.	I	BC-C164	100.00 %	0.00 %	0.00 %
Demonstrate information competency.	I	BC-C124	62.96 %	11.11 %	25.93 %
Use effective communication and interpersonal skills.	I	BC-C107A	97.44 %	0.00 %	2.56 %
Use effective communication and interpersonal skills.	I	BC-C112	77.78 %	0.00 %	22.22 %
Analyze and respond efficiently to specific customer needs.	P	BC-C124	59.26 %	7.41 %	33.33 %
Analyze medical billing situations, integrate appropriate data from patient files and physician notes, complete professional accounts payable invoices, and submit the documents to the appropriate insurance provider(s).	P	BC-C161	37.50 %	6.25 %	56.25 %

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Analyze medical billing situations, integrate appropriate data from patient files and physician notes, complete professional accounts payable invoices, and submit the documents to the appropriate insurance provider(s).	P	BC-C162	66.67 %	0.00 %	33.33 %
Apply strategies to support self initiated lifelong technology learning to continually upgrade digital media knowledge and skills.	P	BC-C124	59.26 %	7.41 %	33.33 %
Communicate effectively in the workplace.	P	BC-C112	62.96 %	0.00 %	37.04 %
Demonstrate understanding of the implications of market trends on the needs and evolving styles within the media industry.	P	BC-C124	59.26 %	7.41 %	33.33 %
Input, organize, retrieve, and manipulate data for the workplace.	P	BC-C112	62.96 %	0.00 %	37.04 %
Pass a sample AHIMA certification exam with a score of 75% or better.	C	BC-C164	12.50 %	50.00 %	37.50 %
Use appropriate software to create documents and digital files for the workplace.	P	BC-C112	40.74 %	33.33 %	25.93 %
Use CPT codes to create complex medical insurance claim forms used in a medical facility.	P	BC-C161	37.50 %	6.25 %	56.25 %
Use CPT codes to create complex medical insurance claim forms used in a medical facility.	P	BC-C162	66.67 %	0.00 %	33.33 %
Use medical terminology to create medical records and insurance claim forms, integrate appropriate terminology from patient files and physician notes, and analyze medical terminology to produce professional medical documents.	P	BC-C163	94.44 %	2.78 %	2.78 %
Given workplace, school, and personal communication scenarios, the student will use essential features and functions of computer hardware, the Windows XP or Vista operating system, and Internet Explorer	C	BC-C147	58.62 %	34.48 %	6.90 %
Given workplace, school, and personal communication scenarios, the student will be able to use essential features and functions of computer hardware, the Windows XP or Vista operating system, Microsoft® Word 2007, and Internet Explorer	C	BC-C148	61.11 %	11.11 %	27.78 %