

**1. (cont'd) STUDENT LEARNING OUTCOME (SLO):**

1 Edit(s) 0 Notes

<p><b>Outcome</b> - The student will: <i>(Describe the major outcomes that a successful student will gain from the class for use in his/her life. Use higher order Bloom's taxonomy verbs.)</i></p>	<p>1. Compose well-structured business documents including business letters, memos, reports, and resumes.</p> <p>2. Construct and deliver a well-structured written and oral presentation for a business situation which is audience focused.</p> <p>3. Work collaboratively with others to solve team problems.</p>
<p><b>Assessment</b> - as measured by the following method: <i>(Please indicate the criteria and rating scale by which the assessment will be evaluated.)</i></p>	<p>SLO #1 and 2: Assessment will include evaluation of written letters, memos, reports, and resumes. Criteria for evaluation will include Organization and Coherence (1-5 pts.) - logically organized, clear, concise, smooth flow of ideas; Tone (1-5 pts.) - positive, courteous, tactful phrasing and approach; Analysis (1-5 pts) - depth of analysis of facts and information and suggested solutions; Correctness (1-5 pts.) - correct usage of grammar, spelling, and punctuation, proofreading; instructions followed. The benchmark for student success is 70%, and it is expected that at least 75% of the students will achieve this standard.</p> <p>SLO #3: Assessment will include a team presentation of a written and oral report. Criteria for evaluation will include analysis (1-5 pts.); depth of research (1-5 pts.); use of evidence to support ideas and appropriate documentation(1-5 pts.); structure - correct use of all parts of the report (1-5 pts.); and correctness of grammar, spelling, and punctuation (1-5 pts.). The benchmark for student success is 70%, and it is expected that at least 75% of the students will achieve this standard.</p>
<p><b>ILO</b> - which Institutional Learning Outcome(s) (ILO) does this SLO support? <i>(See College Catalog p. 10.)</i></p>	<p>ILOs supported include:</p> <p>Written and Oral Communication: Students will demonstrate the ability to make a clear, well-organized verbal presentation employing appropriate evidence to support the arguments or conclusions and to write a clear, well-organized paper using appropriate documentation.</p> <p>Information Competency: Students will demonstrate information competency by effectively finding, evaluating, using, and communicating information through writing business letters, memos, and reports.</p> <p>Problem Solving: Students will demonstrate the ability to solve problems by examining, selecting, using and evaluating various approaches to solve business problems. Evidence will be the ability to observe and draw reasonable inferences from observations, distinguish between relevant and irrelevant data, define problems, analyze the structure of the data, and use strategies to develop solutions for business problems.</p>