

**Eastern West Virginia Community and Technical College
COURSE ASSESSMENT REPORT**

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| Course Title and Number: Introduction to Computer Applications and Concepts / CIS 114 | Academic Term and Year of Assessment Activity (Ex: Fall, 2014) Fall 2017 |
| Report Submitted By: Seyed Mirkhani and Gerard Wenham | Number of Students Assessed: 25 |
| Date Report Submitted: 1/27/18 | Number of Sections Included: 3 (Sections A11, A12, and A13) |
| Course Delivery Format (list all modalities used in sections assessed. Ex: web based, VDL, traditional section, hybrid course, etc.): Face-to-Face with Blackboard Component | |

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| Course Role in the Curriculum |
| Provide a description of the role the course serves in the curriculum (i.e. general education requirement, program technical core, restricted elective, etc.). Note all as appropriate. |
| CIS 114 is a General Education course and is required for almost all Certificate and Associate programs. |

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| Assessment Methods |
| Provide a description of the assessment process used. Include description of instrument and performance standards in description. Note all methods. |
| An exam with twenty-five multiple choice questions was given to students during the final exam week. The exam questions covered five of the eight outcomes. Additionally, four hands-on projects related to Microsoft Word, Excel, Access, and PowerPoint were given to students to assess the practical aspects of the course. |

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| Assessment Results |
| Provide a summary of results including tables/charts. Incorporate information from previous assessments as appropriate. Append additional pages if necessary. If appending, include notation in box to "See attached". |
| See attached |

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|---|--|--|---------------------------------------|---|
| Course Level Assessment Summary of Outcomes, Indicators and Results | | | | |
| Course Title and Number: CIS 114 – Intro to Comp. App. And Concepts – Fall 2017 | | | | |
| Number of students in assessment sample = 25 | | | | |
| Number of Sections in Assessment = 3 | | | | |
| Add additional rows to table if necessary | | | | |
| Learning Outcomes (Insert learning outcomes) | Indicator (Insert indicators used for each outcome: exam question, scoring rubric, etc. Be specific) | Percent of Correct Responses + | Percent of Incorrect Responses | Performance Standard Met (75%)* (yes or no) |

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| assessed during this cycle) | | | | |
|------------------------------------|--|--|--|--|

See Blackboard generated reports.

| Conclusions |
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| Provide a brief summary of conclusions derived based on analysis of data. Append additional pages if necessary. If appending, include notation in box to “See attached”. |
| <p>The performance target for this assessment was set at 75%. The average score for the five outcomes was 86.1% with two outlier scores of 20% and 35% (Two students randomly answered selected questions).</p> <p>A performance range of 5% was assigned to all outcomes to identify the outcomes that are 5% below or above the performance target score of 75%.</p> <p>Based on the attached report:</p> <ul style="list-style-type: none">• Three of the five targeted course outcomes were met• Two of the outcome results fell between the performance range of 5%• No outcome results were below 70%. See the chart below |

| Previous Assessment Reports and Results |
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| Date of Previous Assessment: Fall 2016 |
| List of Outcomes Not Met: See below |
| Summary of Actions Taken to Address Unmet Learning Outcomes: Append additional pages if necessary. If appending, include notation in box to “See attached”. |

CIS 114.pdf - Adobe Acrobat Reader DC

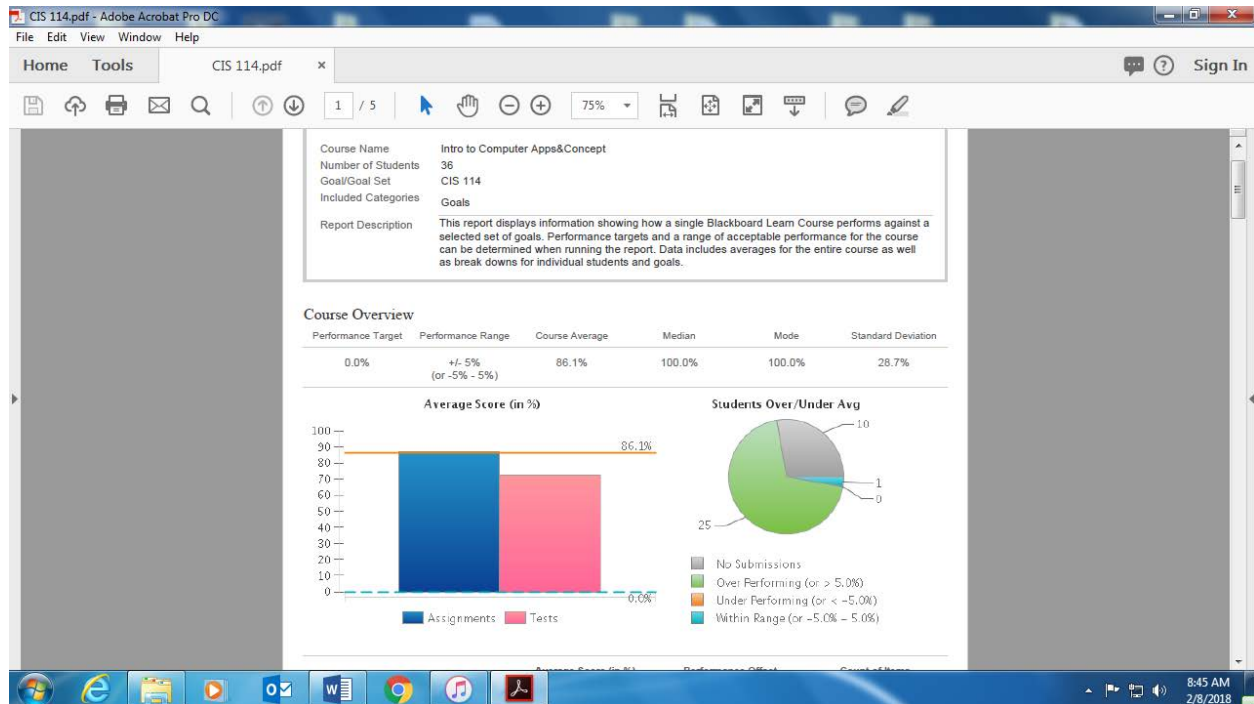
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5 / 5 98.7%

| | Overall Average | Assignments | Tests |
|---|---------------------------|-------------|-----------|
| Average by Type (Count) | | | |
| CIS 114 Goals | | | |
| 1. Describe the Most Recent Technology Trends, Digital Safety and Security, and Demonstrate Familiarity With basics of Windows OS and iOS | No Submissions Were Found | | |
| 2. Describe how Information is Accessed, Searched, Shared, Communicated and Utilize Library Resources | No Submissions Were Found | | |
| 3. Describe the latest Microsoft Windows and Other Operating Systems | 72.5% | | 68.9% (2) |
| 4. Describe the latest Microsoft Office Applications | No Submissions Were Found | | 0.0% (0) |
| 5. Demonstrate Basic Knowledge of Word Processing Software | 86.6% | | 91.2% (4) |
| 6. Demonstrate Basic Knowledge of Presentation Software | 87.5% | | 91.3% (6) |
| 7. Demonstrate Basic Knowledge of Spreadsheet Software | 93.3% | | 94.3% (6) |
| 8. Demonstrate Basic Knowledge of Database Software | 74.8% | | 74.8% (1) |

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Action Plan and Date for Reassessment

Identify action plan for improvement or maintaining current performance levels including outcomes identified for re-assessment, curriculum revision, LOT proposal, new or revised course activities to reinforce learning outcomes, etc. Append additional pages if necessary. If appending, include notation in box to "See attached".

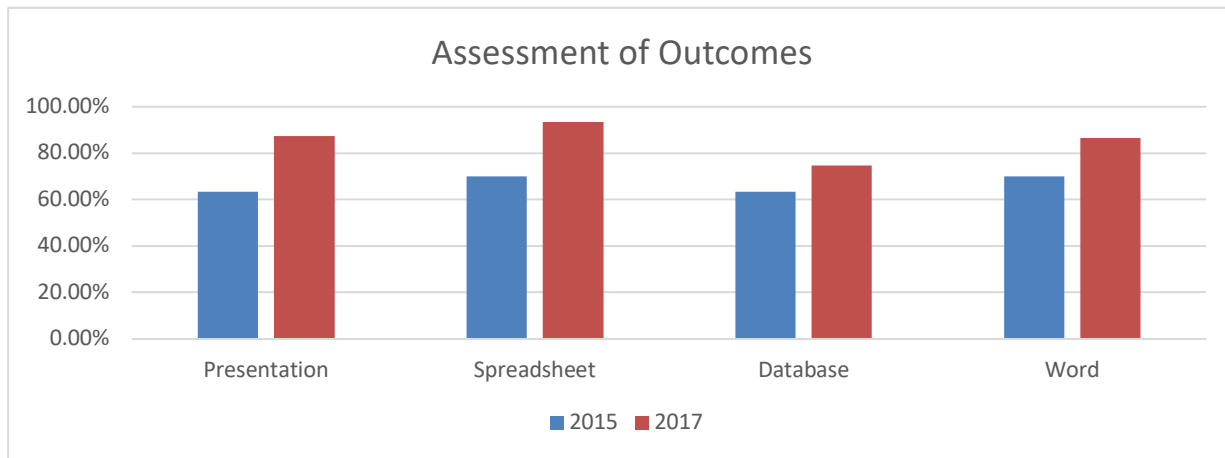
Notes from the last assessment:

"All eleven outcomes of this course will be assessed again in spring of 2016. The on-line section of this as well as the face-to-face section will be included in the assessment."

Last year, the faculty reduced the number of outcomes to streamline the assessment process. This assessment evaluates five of the nine outcomes.

The college has not offered this course in on-line format. Offering this course in on-line format would reduce the enrollment in face-to-face classes and may result to the cancellation of the some face-to-face sections. To make sure this course is available to all students several sections of day-time and one section of evening time are offered every semester.

Based on the assessment results, the performance of students in Presentation Software, Word Processing Software, Database Management Software and Spreadsheet Software has improved by more than 10% since the last time this course was assessed. See the accompanying Chart.



The assessment of this hands-on course can improve if the homework assignments are also included in the assessment.

Note from the last assessment

"In spring of 2016 additional assessment tools will be used to evaluate all the outcomes."

Last assessment report focused on multiple choice questions, while this assessment report has included hands-on project in addition to multiple choice questions.

In addition to the three sections of CIS 114 which are assessed in this report, two more sections were taught during fall 2017 which are not included in this report.

One of the sections was taught at an off-campus location. Many of the students who took the off-campus section needed significant help since they had not used computers before. The instructor teaching the course could only cover very basic concepts of Word, Excel, Access and PowerPoint to make sure that the students could keep up with the assignments. If the college plans to offer a computer course again for this off-campus location or similar audiences, it is highly recommended that a very basic, special-topic hands-on course in Introductory Computers be offered to this location, or similar audiences. Considering that the instructor couldn't cover all the course materials, it is assumed that the targeted outcomes for this section were not met.

Attendance in CIS 114 is very important and has direct impact in students' performance. To improve the attendance, the syllabus of the course was revised, the percentage of the final grade for in-class assignments increased from 10% to 30% and students were made aware of this change.

This spring semester the college is offering a hybrid section of this course in the main campus as a pilot project. The informative videos and articles that are posted on this site will be shared with the other face-to-face sections to provide students with additional instructional materials.

One of the outcomes of the course refers to library resources. This outcome was covered briefly in fall of 2017. The students can benefit if more lecture time is assigned to this outcome.

**Assessment Committee Recommendation/Approval
(To be posted by Assessment Committee Chair)**

- Approved as presented
- Approved with recommendations for future reports (Explanation Required)
 1. Any unmet outcomes identified in the data section should be individually addressed in the Action Plan.
 2. The new format for Black Board generated Course Assessment Reports should be used.
- Resubmission Required. Reason for Resubmission:

Date: 3/9/18