

**Eastern West Virginia Community and Technical College  
COURSE ASSESSMENT REPORT (Blackboard Data)**

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| <b>Course Title and Number:</b> Spreadsheet Software<br>CIS 119  | <b>Academic Term and Year of Assessment Activity (Ex: Fall, 2014)</b> Spring 2020 |
| <b>Report Submitted By</b> Seyed Mirkhani  | <b>Number of Students Assessed:</b> 10  |
| <b>Date Report Submitted:</b> 12/09/2020   | <b>Number of Sections Included:</b> 1   |
| <b>Course Delivery Format (list all modalities used in sections assessed. Ex: web based, VDL, traditional section, hybrid course, etc.):</b> Web |   |

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| <b>Course Role in the Curriculum</b>   |
| <b>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.</b>   |
| Spreadsheet Software is a required course for CAS in Computer Applications Specialist, CAS in Accounting, AAS in Business Management, Accounting, Administrative Support and Information Technology. It also serves as an elective in certificates in Administrative Support Technology. |

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| <b>Previous Assessment Reports and Results</b>  |
| <b>Date of Previous Assessment:</b> Fall 2011   |
| <b><u>Describe the successful elements of the previous report’s action plan below.</u></b>  |
| <b>Refer to any unmet Learning Outcomes in the Action Plan section, following. If appending pages, include notation in box to “See attached”.</b> |
| This course was last assessed in fall 2011. The outcomes of the course were changed/reduced.  |

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| <b>Assessment Methods</b>   |
| <b>Provide a description of the assessment process used. Include description of instrument and performance standards in description. Note all methods.</b>  |
| <ul style="list-style-type: none"> <li>• Multiple choice questions from chapters covering the outcomes</li> <li>• End of the chapter assignments</li> <li>• Comprehensive exam consisting of multiple choice questions</li> </ul> |

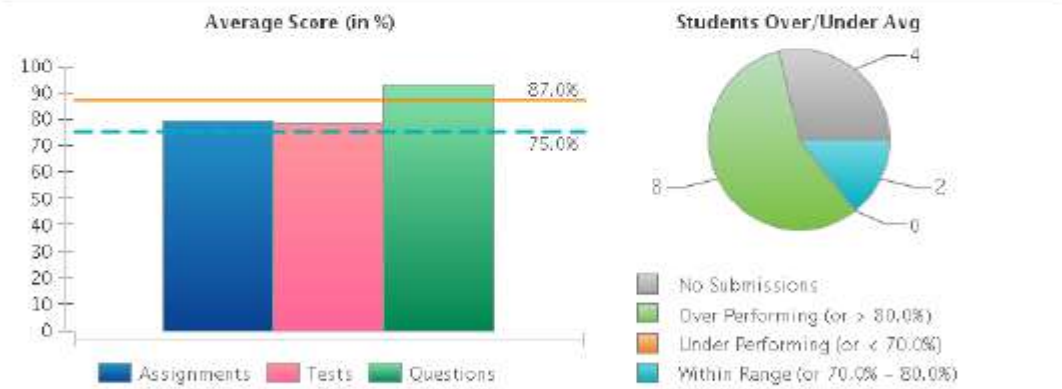
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| <b>Assessment Results: Course Overview</b> |
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### Course Performance

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|---------------------|--|
| Course Name         | Spreadsheet Software   |
| Number of Students  | 14   |
| Goal/Goal Set       | CIS 119  |
| Included Categories | Goals  |
| Report Description  | This report displays information showing how a single Blackboard Learn Course performs against a selected set of goals. Performance targets and a range of acceptable performance for the course can be determined when running the report. Data includes averages for the entire course as well as break downs for individual students and goals. |

### Course Overview

| Performance Target | Performance Range        | Course Average | Median | Mode   | Standard Deviation |
|--------------------|--------------------------|----------------|--------|--------|--------------------|
| 75.0%              | +/- 5%<br>(or 70% - 80%) | 87.0%          | 100.0% | 100.0% | 26.7%              |



|                             | Average Score (In %) | Performance Offset | Count of Items |
|-----------------------------|----------------------|--------------------|----------------|
| <a href="#">Assignments</a> | 79.5%                | 4.5%               | 18             |
| <a href="#">Tests</a>       | 78.3%                | 3.3%               | 26             |
| <a href="#">Questions</a>   | 92.9%                | 17.9%              | 52             |

## Assessment Results: Detail by Goal

| Detail by Goal   | Overall Average         | Assignments  | Tests        | Questions     |
|--|-------------------------|--------------|--------------|---------------|
|  | Average by Type (Count) |              |              |               |
| CIS 119 Goals  |                         |              |              |               |
| <a href="#">1 CIS 119. Create a Workbook and Insert Data in Worksheets</a> | 89.6%                   | 84.2%<br>(2) | 80.6%<br>(5) | 94.6%<br>(11) |
| <a href="#">2 CIS 119. Format Workbook Text and Data</a>                   | 89.2%                   | 85.6%<br>(2) | 80.6%<br>(5) | 95.7%<br>(7)  |
| <a href="#">3 CIS 119. Calculate Data with Formulas and Functions</a>      | 85.7%                   | 78.2%<br>(2) | 82.6%<br>(5) | 90.0%<br>(10) |
| <a href="#">4 CIS 119. Analyze and Chart Financial Data</a>                | 87.9%                   | 81.2%<br>(2) | 84.2%<br>(5) | 92.2%<br>(9)  |
| <a href="#">5 CIS 119. Create PivotTables and PivotCharts</a>              | 88.0%                   | 79.4%<br>(2) | 80.9%<br>(5) | 92.3%<br>(13) |
| <a href="#">6 CIS 119. Manage Multiple Worksheets and Workbooks</a>        | 79.9%                   | 69.2%<br>(2) | 80.5%<br>(5) | 95.0%<br>(2)  |
| <a href="#">7 CIS 119. Develop an Excel Application</a>                    | 71.7%                   | 63.8%<br>(2) | 79.0%<br>(5) |               |
| <a href="#">8 CIS 119. Work with Advanced Functions</a>                    | 81.5%                   | 98.1%<br>(1) | 80.8%<br>(5) |               |
| <a href="#">9 CIS 119. Explore Financial Tools and Functions</a>           | 80.4%                   | 90.4%<br>(1) | 81.3%<br>(5) |               |
| <a href="#">CIS 119 10. Perform What- If Analyses</a>                      | 79.5%                   | 83.3%<br>(1) | 82.2%<br>(5) |               |
| <a href="#">CIS 119 11. Connect to External Data</a>                       | 76.6%                   | 76.6%<br>(1) |              |               |

\* Please note if using a different minimum performance standard.

### Conclusions

**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”.**

As evidenced in the Detail by Goal assessment result pictured above, course outcomes surpassed the required 75% performance target except for Outcome 7: Develop an Excel Application 71.7%.

While students outperformed the required 75% performance in tests, their score in assignments related to developing an Excel Application fell 11.2% below the required level. This was the result of two students not submitting this project and receiving a grade of zero for this assignment. One of the two students didn't submit the assignment for outcome 6. This resulted in the average score for the outcome to drop to 69.2%.

According to the syllabus: “Late assignments are accepted up to one week after the submission date and have a 20% penalty imposed on them. All assignments over one week late will not be accepted and will receive a grade of “0”; however, the two students never made any attempt to submit these assignments, thus skewing the average numbers to below the 75% threshold.

**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”.**

The instructor teaching this course next time should be proactive in asking/helping students who are not submitting assignments.

In the future semesters, students are expected to do better in this course as the textbook is changed. The first three chapters of this new textbook are the same three chapters that the students learn while taking CIS 114. This allows students to review materials that they have already learned in CIS 114 and have a solid foundation for chapters four through twelve.

**Date for reassessment: Spring 2022**

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

- Approved as presented
- Approved with recommendations for future reports (Explanation Required)
- Resubmission Required. Reason for Resubmission:

**Date: 12/15/2020**