

# Eastern West Virginia Community and Technical College

## COURSE ASSESSMENT REPORT

<b>Course Title and Number:</b> CIS 119 – Spreadsheet Software	<b>Academic Term and Year of Assessment Activity:</b> Fall, 2010
<b>Report Submitted By:</b> Seyed Mirkhani	<b>Number of Students Assessed:</b> 11; sample size will vary on some questions due to number of student respondents.
<b>Date Report Submitted:</b> 1-25-2011	<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> Traditional lecture format with Blackboard Component	

### 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.

This is a required course for Accounting, Business Operations Support, Information Technology majors. It is also an elective course for Business Management students. This course is also required for Computer Applications Specialist Certification.

### Assessment Methods

Provide a description of the assessment process used. Include description of instrument and performance standards in description. Note all methods.

Final exam questions including multiple choice and true false are used for this assessment.

Outcome: Rotate a Chart

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#### Question title: Excel Tutorial 2: Formatting a Workbook Question MC #25

Options to rotate cells in Excel are available using the \_\_\_\_ button in the Alignment group on the Home tab.



1. Format



2. Orientation

3. Sorter

4. Alignment

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### Response Summary

Answer Value	Frequency Distribution
1.	0.00% 0 (0%)
2.	100.00% 11 (100%) 
3.	0.00% 0 (0%)
4.	0.00% 0 (0%)

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### Grade Distribution Summary

Grade Frequency Distribution	
0-10	0
11-20	0
21-30	0
31-40	0
41-50	0
51-60	0
61-70	0
71-80	0
81-90	0
91-100	11 

Outcome: Build a Conditional Formula

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**Question title: Excel Tutorial 3: Working with Formulas and Functions Question MC #17**  
Which of the following is not a comparison operator? \_\_\_\_\_

1. =

2. <=

3. <<

4. <>

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### Response Summary

Answer Value	Frequency Distribution
1.	0.00% 0 (0%)
2.	0.00% 0 (0%)
<b>3.</b>	<b>100.00% 10 (90.9%)</b> 
4.	0.00% 1 (9.1%) 

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### Grade Distribution Summary

Grade Frequency Distribution	
0-10	1 
11-20	0
21-30	0
31-40	0
41-50	0
51-60	0
61-70	0
71-80	0
81-90	0
91-100	10 

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Outcome: Format a Chart

**Question title: Excel Tutorial 4: Working with Charts and Graphics Question MC #27**

To add a textured surface and drop shadow to a pie chart, first open the \_\_\_\_ dialog box.

-  1. Format Chart Area
-  2. Format Asset Area
-  3. Define Chart Area
-  4. Edit Chart Format

**Response Summary**

Answer Value	Frequency Distribution
1. 100.00%	9 (81.8%) 
2. 0.00%	0 (0%) 
3. 0.00%	0 (0%) 
4. 0.00%	2 (18.2%) 

**Grade Distribution Summary**

Grade Frequency Distribution		
0-10	2	
11-20	0	
21-30	0	
31-40	0	
41-50	0	
51-60	0	
61-70	0	
71-80	0	
81-90	0	
91-100	9	

Outcome: Create a Custom Filter

**Question title: Excel Tutorial 7: Using Advanced Functions, Conditional Formatting, and Filtering Question MC #62**

The \_\_\_\_ range is an area in a worksheet used to specify the criteria for the data to be displayed after the filter is applied to the table.

-  1. conditional
-  2. prefilter

- 3. criteria
- 4. task

### Response Summary

Answer Value	Frequency Distribution
1.	0.00% 2 (22.2%)
2.	0.00% 0 (0%)
<b>3.</b>	<b>100.00% 7 (77.8%)</b>
4.	0.00% 0 (0%)

### Grade Distribution Summary

Grade Frequency Distribution	
0-10	4
11-20	0
21-30	0
31-40	0
41-50	0
51-60	0
61-70	0
71-80	0
81-90	0
91-100	7

Course Level Assessment Summary of Outcomes, Indicators and Results				
Course Title and Number Spreadsheet Software				
Number of students in assessment sample = 11				
Number of Sections in Assessment = 1				
Add additional rows to table if necessary				
Learning Outcomes (Insert learning outcomes assessed during this cycle)	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)
Outcome 1: Rotate a Chart (N=11)	See above	100%	0%	Yes

Outcome 2: Build a Conditional Formula (N=11)		91%	9%	Yes
Outcome 3: Format a Chart (N=11)		82%	18%	Yes
Outcome 4: Create a Custom Filter (N=9)		78%	22%	Yes

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

<b>Conclusions and Action Plan</b>
<b>Provide a brief summary of conclusions derived based on analysis of data. Identify action plan for improvement or maintaining current performance levels. Append additional pages if necessary. If appending, include notation in box to "See attached".</b>
Based on the existing data, four of the learning outcomes were met at the minimum performance standard. All of the students successfully completed the identified indicator for Learning Outcomes one, two, three and four. Additional outcomes will be targeted when this course is offered in fall of 2012. The results of this report will be shared with the faculty teaching this course.

<b>Effective Date for Changes or Curriculum Proposal Submission to LOT (if recommended)</b>	<b>Proposed Date for Reassessment</b>
N/A	Fall 2012

<b>Assessment Committee Approval</b>  (To be posted by Assessment Committee Chair)	<b>LOT Review</b>  (To be posted by Assessment Committee Chair)
Date: 2-28-11 (SB-G)	Date: 3-21-11 (SB-G)