

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


<b>Course Title and Number:</b> Spreadsheet Software / CIS 119	<b>Academic Term and Year of Assessment Activity (Ex: Fall, 2010)</b> Fall 2011
<b>Report Submitted By:</b> Seyed Mirkhani	<b>Number of Students Assessed:</b> 8
<b>Date Report Submitted:</b> March 1, 2012	<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> Face-to-face with Blackboard component	


<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>
<p><b>Course Description:</b> CIS 119 Spreadsheet Software  <i>3 Semester Hours</i>  <i>Prerequisite: CIS 108 or permission of instructor</i></p> <p>This course provides working knowledge of spreadsheet software through the utilization of a current application package. Emphasis will be placed on designing a variety of worksheets, preparing graphs, working with database query, macro writing and menu techniques.</p> <p>This is a required course Business Operations Support, Accounting and Information Technology majors. It is also an elective course for Business Management students. This course is also required for Computer Applications Specialist Certification.</p>


<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>
<b>This test included multiple choice questions that were posted on Blackboard.</b>

<b>Assessment Results</b>
<b>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".</b>
<hr/> <hr/> <hr/> <p>Outcome: Use fonts change attributes</p> <p>Question title: Excel 2010 Quiz 4 Question MC #21</p>

To change the font size one point at a time, in the Font group on the Home tab, click the \_\_\_\_ button.

 1. Increase Font Size

 2. Decrease Font Size

 3. Change Font Size

 4. either a or b

### Response Summary

Answer Value	Frequency	Percentage	Frequency Distribution
1.	0	0.00%	0 (0%)
2.	0	0.00%	0 (0%)
3.	2	0.00%	2 (25%)
4.	6	100.00%	6 (75%)

### Grade Distribution Summary

Grade	Frequency	Percentage
0-10	2	25%
11-20	0	0%
21-30	0	0%
31-40	0	0%
41-50	0	0%
51-60	0	0%
61-70	0	0%
71-80	0	0%
81-90	0	0%
91-100	6	75%

N	Percent Answering Correctly			Discrimination	Mean	Median	Standard Deviation
	Whole Group	Upper 25%	Lower 25%				
8	75.00	100.00	100.00	0.00	75.00%	100.00%	46.29%





Outcome: Print a Worksheet

**Question title: Excel 2010 Quiz 4 Question MC #48**

Setting the \_\_\_\_ to A1:L10 will print only data in those cells.











- 1. Page Format
- 2. Print Area
- 3. Page Break
- 4. Print Preview

**Response Summary**

Answer Value	Frequency Distribution
1.	0.00% 1 (12.5%) 
2.	<b>100.00%</b> <b>6 (75%)</b> 
3.	0.00% 1 (12.5%) 
4.	0.00% 0 (0%) 

**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	6	

N	Percent Answering Correctly			Discrimination	Mean	Median	Standard Deviation
	Whole Group	Upper 25%	Lower 25%				
8	75.00	100.00	100.00	0.00	75.00%	100.00%	46.29%



Outcome: Use conditional formatting

**Question title: Excel 2010 Quiz 4 Question TF #9**

Conditional formats are dynamic, so a cell's appearance will change to reflect its current value.



- 1. True
- 2. False

**Response Summary**

Answer Value	Frequency Distribution
1.	100.00% 6 (75%) 
2.	0.00% 2 (25%) 

**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	6	

N	Percent Answering Correctly			Discrimination	Mean	Median	Standard Deviation
	Whole Group	Upper 25%	Lower 25%				
8	75.00	50.00	50.00	0.00	75.00%	100.00%	46.29%

**Outcome: Format Values**

**Question title: Excel 2010 Quiz 4 Question MC #25**

In Excel, dates are \_\_\_\_-aligned in the cell by default, regardless of date format.





- 1. right

2. left

3. center




4. not

**Response Summary**

Answer Value	Frequency Distribution
1.	100.00% 7 (87.5%) 
2.	0.00% 1 (12.5%) 
3.	0.00% 0 (0%) 
4.	0.00% 0 (0%) 

**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	7	

N	Percent Answering Correctly			Discrimination	Mean	Median	Standard Deviation
	Whole Group	Upper 25%	Lower 25%				
8	87.50	100.00	100.00	0.00	87.50%	100.00%	35.36%

<b>Course Level Assessment Summary of Outcomes, Indicators and Results</b> <b>Course Title and Number: Spreadsheet Software CIS 119</b> <b>Number of students in assessment sample = 8</b> <b>Number of Sections in Assessment = 1</b> <b>Add additional rows to table if necessary</b>				
<b>Learning Outcomes</b> <b>(Insert learning outcomes assessed during this cycle)</b>	<b>Indicator</b> <b>(Insert indicators used for each outcome: exam question, scoring rubric, etc. Be specific)</b>	<b>Percent of Correct Responses</b>	<b>Percent of Incorrect Responses</b>	<b>Performance Standard Met (75%)*</b> <b>(yes or no)</b>
Outcome 1: Use fonts change attributes	See Above	75%	25%	Yes
Outcome 2: Print a Worksheet		75%	25%	Yes
Outcome 3: Use conditional formatting		75%	25%	Yes
Outcome 4: Format Values		87.5%	12.5%	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>
<b>Many of the questions of this test focused on formatting. The test results indicated that at least seventy-five percent of the students have knowledge of formatting. The instructors for this course will be notified about these results. Other course outcomes will be assessed in the future.</b>

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

<b>Assessment Committee Approval</b> <b>(To be posted by Assessment Committee Chair)</b>	<b>LOT Review</b> <b>(To be posted by Assessment Committee Chair)</b>
<b>Date: 3-15-12 (SB-G)</b>	<b>Date: 4-23-12 (SB-G)</b>