Eastern West Virginia Community and Technical College COURSE ASSESSMENT REPORT

Course Title and Number:	Academic Term and Year of Assessment			
Spreadsheet Software / CIS 119	Activity (Ex: Fall, 2010)			
	Fall 2011			
Report Submitted By:	Number of Students Assessed:8			
Seyed Mirkhani				
Date Report Submitted: March 1, 2012	Number of Sections Included: 1			
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				

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.

Course Description: CIS 119 Spreadsheet Software

3 Semester Hours

Prerequisite: CIS 108 or permission of instructor

This course provides working knowledge of spreadsheet software through the utilization of a current application package. Emphasis ill be placed on designing a variety of worksheets, preparing graphs, working with database query, macro writing and menu techniques.

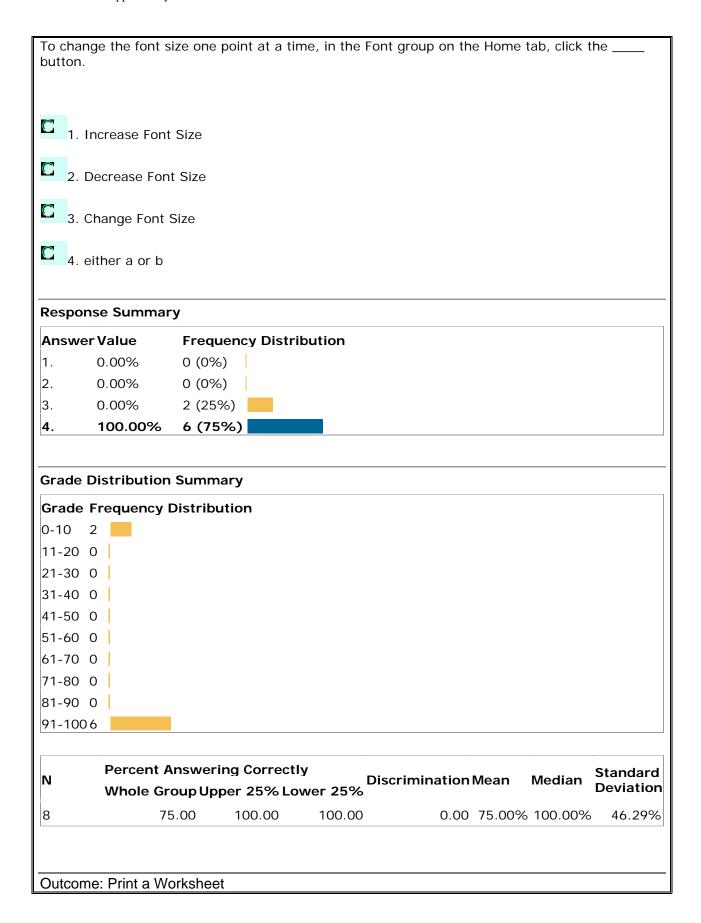
This is a required course Business Operations Support, Accounting and Information Technology majors. It is also an elective course for Business Management students. This course is also required for Computer Applications Specialist Certification.

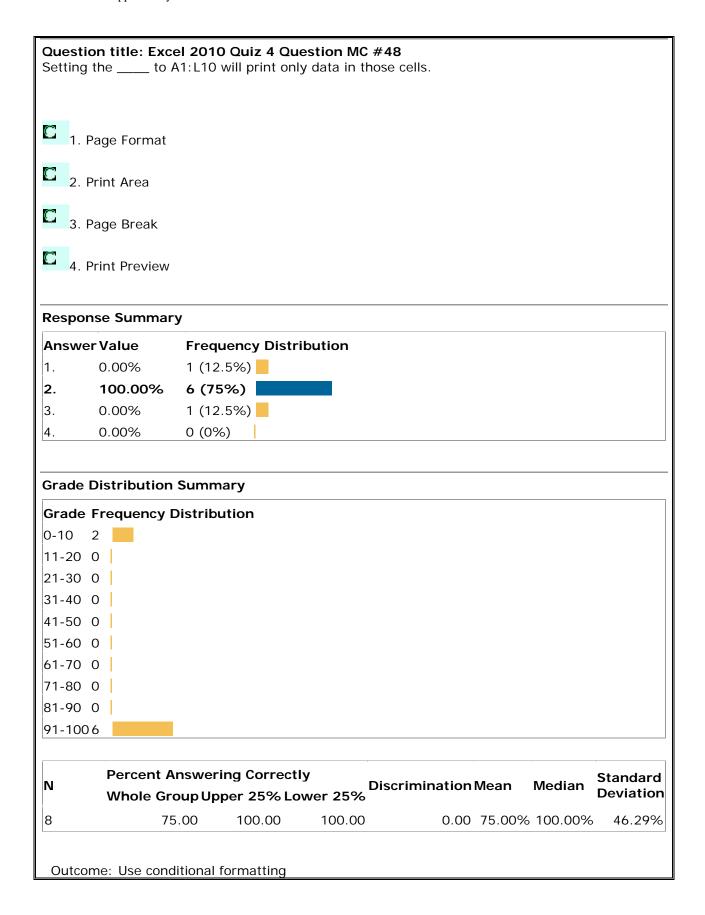
Assessment Methods

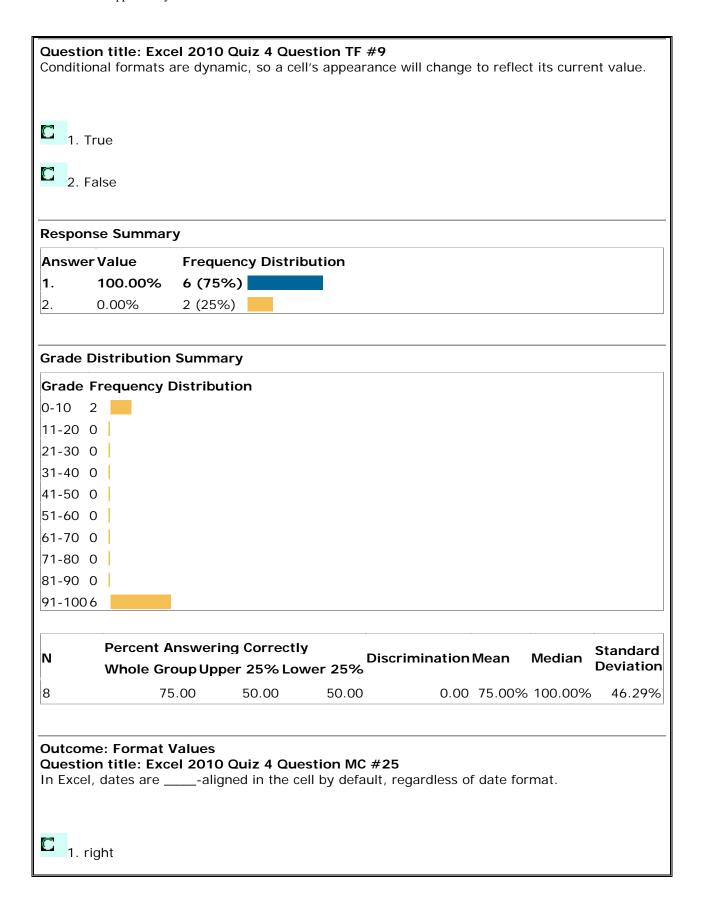
Provide a description of the assessment process used. Include description of instrument and performance standards in description. Note all methods.

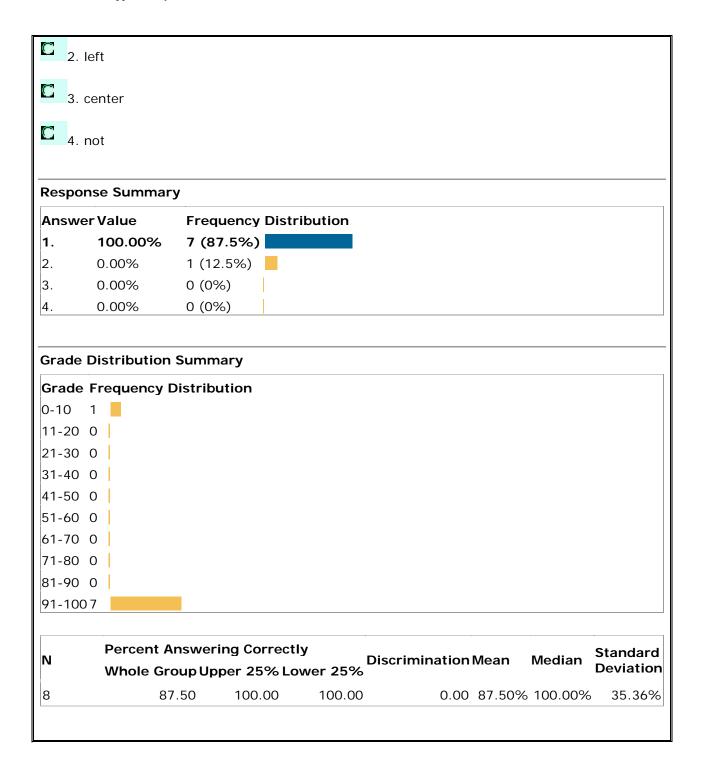
This test included multiple choice questions that were posted on Blackboard.

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".				
Outcome: Use fonts change attributes				
Outcome: Use fonts change attributes Ouestion title: Excel 2010 Quiz 4 Question MC #21				









Course Level Assessment Summary of Outcomes, Indicators and Results Course Title and Number: Spreadsheet Software CIS 119 Number of students in assessment sample = 8 Number of Sections in Assessment = 1 Add additional rows to table if necessary

Learning Outcomes	Indicator (Insert indicators used for each	Percent of Correct	Percent of Incorrect	Performance Standard
(Insert learning outcomes	outcome: exam question, scoring rubric, etc. Be specific)	Responses	Responses	Met (75%)* (yes or no)
assessed during this cycle)	•			,
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.

Conclusions and Action Plan

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".

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.

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

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