

Crafton Hills College - Outcomes Assessment Report

Course: CIS-101

Term: Fall 2011

Date:

1. Learning Outcomes Statement

Students will be able to create an excel worksheet, apply a fill series (formula), apply styles, use absolute cell references, insert and modify excel formulas including (SUM)addition, MIN(minimum), (MAX)maximum and (NOW)date/time, and if functions, freeze rows and columns, Goal seek, create and position a column chart.

2. Means of Assessment (Measurement Method)

Students were required to complete a multi-task skills based MS Excel exam. Individual scores were compiled on 11 excel specific skills based tasks. The results from all tasks were reported as a percentage of students who successfully completed the task against the total number of students who attempted the task. Individual scores from each course section were combined and reported out as a single a class section percentage. All section scores were combined as a single course-wide percentage.

3. Criteria for Success (Benchmark)

At least 70% of the students enrolled in CIS 101 will successfully complete each of the 11 excel tasks on the Microsoft Excel skills based exam.

4. Summary of Evidence

The CIS department migrated from MS Office 2007 to MS Office 2010 in the Fall 2011 term. As a result the skills based exam changed. As a result we were unable to draw a correlation between all of the excel tasks assessed on the MS office 2007 exam in the spring with the MS office 2010 exam from the Fall 2011 term. This being said we did realize an improvement in areas we were able to correlate. Spring 2011 results were as follows: 1. Fill Series - 65% success 2. Modify Formula - 48% success 3. Absolute Cell Address - 14% success 4. Autosum Function - 83% success 5. MIN function - 55% success 6. MAX function - 57% success 7. AVERAGE function - 46% success 8. Addition Function - 30% success 9. Subtraction Function - 25% success Fall 2011 results correlated to Spring 2011 tasks were as follows: 1. Fill Series - 68% success 2. Modify Formula - no correlation 3. Absolute Cell Address - 33% success 4. Autosum Function - 89% success 5. MIN function - no correlation 6. MAX function - 57% success 7. AVERAGE function - no correlation 8. Addition Function - no correlation 9. Subtraction Function - no correlation The for tasks we were able to correlate showed improvement. Tasks tracked in the Fall of 2011 include: 1. Fill Formulas - 68% success 2. Apply Styles - 93% success 3. Absolute Cell Address - 33% success 4. SUM Function - 89% success 5. MAX Function - 57% success 6. NOW Function - 37% success 7. IF function - 24% success 8. Freeze Rows & Columns - 40% success 9. Goal Seek - 19% success 10. Create Column Chart - 97% success 11. Position a Chart - 50%

5. Use of Results (Implications for Program Improvement & Planning)

The CIS discipline was not satisfied with the results of the skills-based MS Excel assessment. Of the 11 function specific excel tasks only three of the tasks were answered correctly by more than 70% of the 101 students. The assessed tasks are covered in both the class based tutorials and SAM based activities and so it is not clear why the students were unable to complete the skills based tasks in the SAM exam. The CIS 101 instructors developed a SAM based MS excel skills practice exam which was made available to all of the Fall 2011 classes. Several students did not complete the practice exam, however those who did posted much higher overall scores than the students who did not. The CIS instructors discussed the results on this SLO at the start of the spring terms. As a result of the discussions a developed excel project focusing on the identified skills was developed included in all of the Spring 2012 classes. The instructors have also agreed to provide incentives intended to help motivate more students to complete the SAM based excel practice exam.