

Course Student Learning Outcomes Assessment

CIS 105 Introduction to Microsoft Excel

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General Information (Course Student Learning Outcomes Assessment)

Standing Requirements

Course Description

Introduction to Excel spreadsheets including formatting graphics and formulas common to business applications.
 Prepares student for MS Excel Certification.

Course Student Learning Outcomes

CIS 105 Introduction to Microsoft Excel Outcome Set

Outcome

Outcome

Mapping

Outcome 1

Students will be able to analyze and create a spreadsheet and chart using the most efficient formulas and functions with a suitable business format in an office practicum.

Institutional Student Learning Outcomes: Communicate 1, Learn 1, Learn 2, Think 1, Think 2, Think 3

Outcome 2

Students will be able to use functions and procedures of Excel to create documents in an employment situation.

Institutional Student Learning Outcomes: Communicate 1, Communicate 2, Communicate 3, Learn 1, Learn 2, Learn 3, Think 1, Think 2, Think 3

2014-2015 Assessment Cycle

Measurements

Outcomes and Measures

CIS 105 Introduction to Microsoft Excel Outcome Set

Outcome

Outcome 1

Students will be able to analyze and create a spreadsheet and chart using the most efficient formulas and functions with a suitable business format in an office practicum.

▼ **Measure: SLO #1**
Course level; Direct - Other

Description of Measurement Tool: Project

Criteria for Success: Individual & Collective Student Criterion: 70% of students score at least 70% on exercise.

Cycle of Assessment: Spring

Who is Responsible for Assessment Activity?: Instructor

Outcome 2

Students will be able to use functions and procedures of Excel to create documents in an employment situation.

▼ **Measure: SLO #2**
Direct - Other

Description of Measurement Tool: Project

Criteria for Success: Individual & Collective Student Criterion: 70% of students score at least 70% on exercise.

Cycle of Assessment: Spring

Who is Responsible for Assessment Activity?: Instructor

Findings

Finding per Measure

CIS 105 Introduction to Microsoft Excel Outcome Set

Outcome

Outcome 1

Students will be able to analyze and create a spreadsheet and chart using the most efficient formulas and functions with a suitable business format in an office practicum.

▼ **Measure: SLO #1**
Course level; Direct - Other

Description of Measurement Tool: Project

Criteria for Success: Individual & Collective Student Criterion: 70% of students score at least 70% on exercise.

Cycle of Assessment: Spring

Who is Responsible for Assessment Activity?: Instructor

Findings for SLO #1

Summary of Findings: 10/19 students (52%) completed the assessment successfully.

Results: Criteria for Success Achievement Status: Not Met

Analysis of Findings: With 52% of the students successfully completing the assessment, changes need to be made.

Recommendations: Instructor will work to create assignments to better prepare students for projects.

Outcome 2

Students will be able to use functions and procedures of Excel to create documents in an employment situation.

▼ **Measure:** SLO #2
Direct - Other

Description of Measurement Tool: Project

Criteria for Success: Individual & Collective Student Criterion: 70% of students score at least 70% on exercise.

Cycle of Assessment: Spring

Who is Responsible for Assessment Activity?: Instructor

Findings for SLO #2

Summary of Findings: 10/19 students (52%) successfully completed the assessment successfully.

Results: Criteria for Success Achievement Status: Not Met

Analysis of Findings: With 52% of the students successfully completing the assessment, changes need to be made.

Recommendations: Instructor will work to create assignments to better prepare students for projects.

Overall Recommendations

No text specified

 **Plans of Action**

Actions

CIS 105 Introduction to Microsoft Excel Outcome Set

Outcome

Outcome 1

Students will be able to analyze and create a spreadsheet and chart using the most efficient formulas and functions with a suitable business format in an office practicum.

▼ **Action:** CIS 105 SLO #1

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

Details of Plan of Action: : Instructor will work to create assignments to better prepare students for projects.

Plan of Action Timeline: Next assessment - Spring 2016

Who is responsible for carrying out the Plan of Action?: Instructor

How will you determine if the Plan of Action has been effective?: Successful assessment

Additional Resources Required (if any):

Budget request amount: \$0.00

Priority:

Outcome 2

Students will be able to use functions and procedures of Excel to create documents in an employment situation.

▼ **Action: CIS 105 SLO #2**

This Action is associated with the following Findings
No supporting Findings have been linked to this Action.

Details of Plan of Action : Instructor will work to create assignments to better prepare students for projects.

Plan of Action Timeline: Next assessment - Spring 2016

Who is responsible for carrying out the Plan of Action?: Instructor

How will you determine if the Plan of Action has been effective?: Successful assessment

Additional Resources Required (if any):

Budget request amount: \$0.00

Priority:

 **Status Reports**

Action Statuses

CIS 105 Introduction to Microsoft Excel Outcome Set

Outcome

Outcome 1

Students will be able to analyze and create a spreadsheet and chart using the most efficient formulas and functions with a suitable business format in an office practicum.

▼ **Action: CIS 105 SLO #1**

Details of Plan of Action : Instructor will work to create assignments to better prepare students for projects.

Plan of Action Timeline: Next assessment - Spring 2016

Who is responsible for carrying out the Plan of Action?: Instructor

How will you determine if the Plan of Action has been effective?: Successful assessment

Additional Resources Required (if any):

Budget request amount: \$0.00

Priority:

Status for CIS 105 SLO #1

No Status Added

Outcome 2

Students will be able to use functions and procedures of Excel to create documents in an employment situation.

▼ **Action: CIS 105 SLO #2**

Details of Plan of Action : Instructor will work to create assignments to better prepare students for projects.

Plan of Action Timeline: Next assessment - Spring 2016

Who is responsible for carrying out the Plan of Action?: Instructor

How will you determine if the Plan of Action has been effective?: Successful assessment

Additional Resources Required (if any):

Budget request amount: \$0.00

Priority:

Status for CIS 105 SLO #2

No Status Added

Status Summary

No text specified

Summary of Next Steps

No text specified

2013-2014 Assessment Cycle

Measurements

Findings

Plans of Action

Actions

CIS 105 Introduction to Microsoft Excel Outcome Set

Outcome

Outcome 1 *No actions specified*

Students will be able to analyze and create a spreadsheet and chart using the most efficient formulas and functions with a suitable business format in an office practicum.

Outcome 2 *No actions specified*

Students will be able to use functions and procedures of Excel to create documents in an employment situation.

Status Reports

Action Statuses

CIS 105 Introduction to Microsoft Excel Outcome Set

Outcome

Outcome 1 *No actions specified*

Students will be able to analyze and create a spreadsheet and chart using the most efficient formulas and functions with a suitable business format in an office practicum.

Outcome 2 *No actions specified*

Students will be able to use functions and procedures of Excel to create documents in an employment situation.

Status Summary

No text specified

Summary of Next Steps

No text specified

2012-2013 Assessment Cycle

 **Measurements**

 **Findings**

 **Plans of Action**

 **Status Reports**