

Course Title: IST106 Spreadsheet Software

Course Leader: Trudy Gift

Expected Learning Outcomes for IST106 Spreadsheet Software

- Use Excel software in a variety of business and organizational settings to make calculations on financial and statistical data and present the results in a manner that is informative, documented, and useful to the reader.

Assessment

(How do students demonstrate achievement of these outcomes?)

Assigned projects are graded using rubrics developed by the certified professionals based on topics found on the certification exam (MOS – Expert in Excel).

Exams are spreadsheets, developed by the instructor, based on the assigned projects and graded on a rubric based on standards developed by Microsoft Office Specialist.

Validation

(What methods are used to validate your assessment?)

The course is taught using a Microsoft Certified Application Specialist approved courseware.

Microsoft Office Application Specialist Exam Expert standards were reviewed for course content to be sure they mapped to the outcomes in this course.

Results

(What does the data show?)

This course is taught online, hybrid and in the traditional format. It is the instructor's opinion that the traditional is the best format. Hybrid students are not prepared to complete work semi-independently. Students read to finish the chapter but not to understand. Since the textbook is a tutorial, it is meant to be used during a computer session and not read as a textbook.

As for the online course, students that are highly motivated did well because they could work at their own speed. Those receiving high grades in the course were encouraged to sit for the MOS – Excel – Expert exam. However, no one choose to do this because of the time, money, and it would do nothing for them (in their opinion).

Follow-up

(How have you used the data to improve student learning?)

All labs on campus have been converted to Office 2007 with Excel 2007 being used in the courses. In the Summer 2011, HCC will be converting to Office 2010 (even though the IST Advisory Committee did not recommend the change since most industry is not changing).

Peer tutors were used extensively for this course and will be continued. The instructor of the course is responsible for recommending tutors.

Based on recommendations from the Advisory Committee, more group projects (2 total) were included. Students complained that it was difficult to work on projects together because of varying schedules.

Course Outcomes Guide 2011

Students are encouraged to help others (rather than waiting on the instructor). Peer teaching was used in one chapter with excellent results. When used on a second chapter, it was less successful.

Budget Justification

(What resources are necessary to improve student learning?)

Tutoring hours

An online tool where the instructor could meet with the students would be extremely helpful (such as WebEx, Illuminate, etc.). This has been included in the past two years' budget requests. In 2010, the assignment was given to the James Feagan to research this software; but to date, nothing has been purchased.