

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?)

The critical thinking exam and chapter exams are not included in this report (since it is available to the public). The critical thinking exam is used each semester.

Each exam is comprised of a worksheet that the student must complete using the commands covered in that chapter. Each chapter's questions are based on specific skills that are mapped to the outcome. This means that every activity is a valid assessment of the student's skills. They can either complete the activity or not.

The presentation of this course has changed dramatically since Fall 2013. Previously, students had the opportunity to read a textbook, follow a step-by-step tutorial, completed projects, and completed a critical thinking exam which was problem oriented (similar to what they would encounter when taking the MOS (Microsoft Office Specialist) exam. The exam consists of a scenario and two questions based on that scenario. Students are asked to select their answer from 4 choices.

During the summer of 2014, a new course management software was selected. Students still had the opportunity to read/complete projects but training modules were incorporated. It was noticed that most of the students choose to complete the training rather than do the textbook option. In the Fall 2014, the software was fully implemented. The results

Validation

(What methods are used to validate your assessment?)

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

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

In place of taking this course, the student may take the MOS certification exam. Upon receiving their certificate, they can receive 3 credits for this course.

Microsoft Office Specialist Exam Map

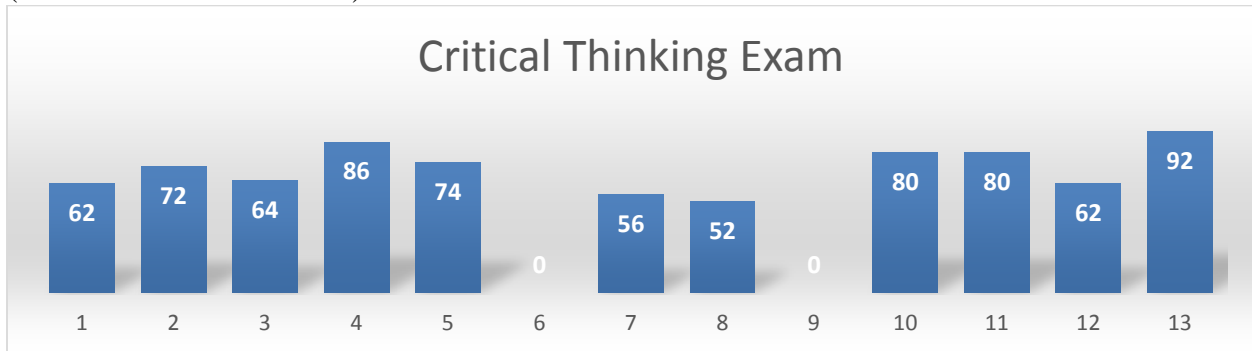
Objective
1.1. Insert data using AutoFill
1.2. Ensure data integrity
1.3. Modify cell contents and formats
1.4. Change Worksheet Views

Course Outcomes Guide Fall 2014

1.5. Manage worksheets
2.1. Format worksheets
2.2. Insert and modify rows and columns
2.3. Format cells and cell content
2.4. Format data as a table
3.1. Reference data in formulas
3.2. Summarize data using a formula
3.3. Summarize data using subtotals
3.4. Conditionally summarize data using a formula
3.5. Look up data using a formula.
3.6. Use conditional logic in a formula
3.7. Format or modify text using formulas
3.8. Display and print formulas
4.1. Create and format charts
4.2. Modify charts
4.3. Apply conditional formatting
4.4. Insert and modify illustrations
4.5. Outline data
4.6. Sort and filter data
5.1. Manage changes to workbooks
5.2. Protect and share workbooks
5.3. Prepare workbooks for distribution
5.4. Save workbooks
5.5. Set print options for printing data, worksheets and workbooks

Results

(What does the data show?)



This course was taught in the hybrid. The section experienced only one walk-away as compared to a much higher rate last semester (Spring 2013).

The overall passing grade for the Critical Thinking exam was 65% versus 75% from the previous semester (after removing the one student who walked away from the course). The rationale for this is the format of the exam. Every test of their skills has been application/show based. With the critical thinking exam, they had to apply what they learned in a multiple choice format. They only had one attempt to answer the questions (unlike their projects where they could redo the

Course Outcomes Guide Fall 2014

projects up to 5 times. Most choose to complete it at least 2 times). More research is needed to see if this is a problem.

All questions on the critical thinking exam were answered at least one time correctly. No questions need to be removed. It was observed that even though the students were not time on the exam and had access to their textbooks, the average time used to take the exam was approximately 115 minutes (which increased slightly to from Spring 2013 where the length of time was 90 minutes).

Two of the questions required the students to research the answer as it referred to a chapter not covered. This was intentional to see if they could successfully research the answer. The success rate for research was 82%.

Follow-up

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

Office 2013/365 is working great. Not having access to Windows 8 has not caused any major problems.

Budget Justification

(What resources are necessary to improve student learning?)

Tutoring hours need to be increase and there needs to be an Excel person part-time personal available in the Learning Success Center. This problem from the previous semester has not been addressed even though it was brought up at the Fall 2014 Unit Planning meeting.

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 three years' budget requests. Supposedly there is an online tool, but no training has been offered.