

Unit Course Assessment Report - Four Column
 San Mateo CCCD
 SKY Dept - Business Computer Systems & Management

Department Assessment Christine Roumbanis
 Coordinator:

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
<p>SKY Dept - Business Computer Systems & Management - SKY BCM 225 - Spreadsheets I - Create - Create and build professional-looking spreadsheets that include accurate formulas, functions and formatting. (Created By SKY Dept - Business Computer Systems & Management)</p> <p>Assessment Cycles: 2011-2012</p> <p>Start Date: 09/01/2009</p> <p>End Date: 11/16/2011</p> <p>Course Outcome Status: Active</p>	<p>Assessment Method: 3-point Analytic Rubric - Homework Assignment The same homework assignment was given to two sections, one evening and one day class during Fall 2009 semester. Two separate instructors taught these two sections.</p> <p>Assessment Method Category: Other</p> <p>Success Criterion: 70% will score 10 points or higher.</p> <p>Related Documents: 2009f-3 pt Analytic Rubric.doc 2009f-Case Study 2 Homework Assignment.doc</p>	<p>03/09/2010 - The criteria benchmark that 70% will score 10 points or higher was met for both sections of CAOT 225. In the day class 92.31% of students received grades higher than 70%. The average score was 11.09. 13 students were assessed. In the evening class 83.33% of students received grades higher than 70%. The average score was 10.72. 18 students were assessed.</p> <p>Both classes met the criteria without a significant difference in the average scores.</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2011 - 2012</p> <p>Resources Needed to Implement Action Plan: No resources are needed as the criterion was met.</p> <p>Related Documents: 2010spr-CAOT 225 Homework Analysis.doc</p>	<p>08/16/2010 - No action is needed.</p>
	<p>Assessment Method: Survey, Questions 5-10</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: 70% will strongly agree with Questions 5-10 of the 13 question survey.</p> <p>Related Documents: Fall 10 CAOT 225 survey analysis.doc 2009f-CAOT_Assessment Survey_traditional_oct09.doc</p>	<p>11/16/2011 - The criteria benchmark was met for five out of six of the questions surveyed. Based on student's response regarding whether or not they feel prepared to move onto the next course, only 60% felt strongly capable. This gives the dept. insight into the pedagogy of the class. After discussion with faculty, we feel that more time should be spent on applied projects of spreadsheets to enhance critical thinking and application of concepts.</p> <p>Result Type: Criterion met</p>	<p>11/16/2011 - Include more projects and homework assignments that include critical thinking. Change the percentage of homework and projects on the syllabus. Less emphasize on quizzes and tests.</p> <p>Action Plan Category: Revise course syllabus or outline</p> <p>Follow-Up: 11/16/2011 - Administered the</p>

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
	<p>caot 225 sloac survey results 2011-12.doc 2009f-CAOT_Assessment Survey_traditional_oct09.doc</p>	<p>Reporting Cycle: 2011 - 2012</p> <p>Resources Needed to Implement Action Plan: no Resources Needed.</p> <p>Related Documents: Fall 10 CAOT 225 survey analysis.doc caot 225 sloac survey results 2011-12.doc 2009f-CAOT_Assessment Survey_traditional_oct09.doc 2010spr-CAOT 225 Survey Results.xls</p>	<p>Follow-Up: survey to CAOT 225 MWF course to 20 students. The Criteria established for the survey was that 70% of students will strongly agree with the six questions on the survey. This survey was conducted to a random group of students in the CAOT 225 course. Out of the six questions evaluated, 10/10 students strongly agree that their skills have increased after taking the course. 7/10 students strongly agree that they are better able to apply formulas. 8/10 students strongly agree that they can create professional spreadsheets. 8/10 students strongly agree that they are able to create visual representations (charts). 9/10 students strongly agree that the course helped them achieve their goals. 7/10 students strongly agree that they feel prepared to move onto the next course. 10/10 students would recommend this class to a friend. 8/10 students responded that they are taking the class to acquire job skills and 7/10 wants to earn a vocational certificate. The criteria benchmark was met for all of the questions surveyed. Based on student?s responses regarding whether or not they feel prepared to move onto the next course, 70% felt strongly capable. 8/10 students strongly agree that they can create professional spreadsheets and 7/10 are able to apply</p>

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
	<p>Assessment Method: Midterm test - The exam consisted of 34 true or false and multiple choice questions.</p> <p>Assessment Method Category: Exam</p> <p>Success Criterion: 70% or higher on the 34 true or false and multiple choice questions.</p> <p>Related Documents: Fall 10 CAOT 225 test analysis.doc</p>	<p>01/13/2010 - Analysis:</p> <p>The criteria benchmark for the midterm test was met for both sections of CAOT 225. The Monday, Wednesday and Friday class had an average score of 86% of students who received 70% or higher on the test. The evening class had an average score of 88% of students who received 70% or higher on the test questions. These statistics indicate that the students are learning the concepts and theory of Excel formulas, formatting, and charting.</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2009 - 2010</p> <p>Resources Needed to Implement Action Plan: None</p> <p>Related Documents: Fall 10 CAOT 225 test analysis.doc</p>	<p>Follow-Up: formulas. 8/10 students strongly agree that they are able to create charts. The benchmark that 70% will strongly agree with Questions 5-10 of the 13 question survey was met. It appears that by adding more hands on assignments where students practiced applying formulas and creating spreadsheets enhanced critical thinking and application of concepts.</p>

SKY Dept - Business Computer Systems & Management - SKY BCM 225 - Spreadsheets I

Assessment Method:
Apply a 3-point Analytic Rubric to the Case

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
<p>- Analyze - Analyze data and enhance document design and presentation by applying appropriate visual displays (charts) to a spreadsheet. (Created By SKY Dept - Business Computer Systems & Management)</p> <p>Assessment Cycles: 2011-2012</p> <p>Start Date: 09/01/2009</p> <p>End Date: 11/16/2011</p> <p>Course Outcome Status: Active</p>	<p>Study Assignment</p> <p>Assessment Method Category: Other</p> <p>Success Criterion: 70% will score 10 points or higher on the End of Chapter Assignment. The total score for the rubric is 12 pts.</p> <p>Related Documents: Fall 10 3-pt analytic rubric results.xls 3 pt rubric Project 2.pdf</p>		
	<p>Assessment Method: Survey - Questions 5-10 were evaluated.</p> <p>Assessment Method Category: Survey</p> <p>Success Criterion: 70% of students will strongly agree with the five questions on the survey.</p> <p>Related Documents: CAOT 225 survey analysis.doc caot 225 sloac survey results 2011-12.doc</p>	<p>01/13/2011 - 8/16/2010 The criteria benchmark was met for five out of six of the questions sureyed. Based on student's responses regarding whether or not they feel prepared to move onto the next course, only 60% felt strongly capable. This gives the dept. insight into the pedagogy of the class. After discussion with faculty, we feel that more time should be spent on applied projects of spreadsheets to enhance critical thinking and application of concepts.</p> <p>Result Type: Criterion met</p> <p>Reporting Cycle: 2011 - 2012</p> <p>Resources Needed to Implement Action Plan: No resources are needed.</p> <p>Related Documents: Fall 10 CAOT 225 survey analysis.doc 2009f-CAOT_Assessment Survey_traditional_oct09.doc caot 225 sloac survey results 2011-12.doc</p>	<p>11/16/2011 - The course outline was changed to include more hands-on assignments so students get more practice and utilize critical thinking in solving Excel problems.</p> <p>Action Plan Category: Revise course syllabus or outline</p> <p>Follow-Up: 11/16/2011 - Administered the survey to 10 students in the CAOT 225 MWF course. The Criteria established for the survey was that 70% of students will strongly agree with the six questions on the survey. This survey was conducted to a random group of students in the CAOT 225 course. Out of the six questions evaluated, 10/10 students strongly agree that their skills have increased after taking the course. 7/10 students strongly agree that they are better able to apply formulas. 8/10 students strongly agree that they can create professional spreadsheets. 8/10 students strongly agree that they are able to create visual representations (charts). 9/10</p>

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
			<p>Follow-Up: students strongly agree that the course helped them achieve their goals. 7/10 students strongly agree that they feel prepared to move onto the next course. 10/10 students would recommend this class to a friend. 8/10 students responded that they are taking the class to acquire job skills and 7/10 wants to earn a vocational certificate. The criteria benchmark was met for all of the questions surveyed. Based on student?s responses regarding whether or not they feel prepared to move onto the next course, 70% felt strongly capable. 8/10 students strongly agree that they can create professional spreadsheets and 7/10 are able to apply formulas. 8/10 students strongly agree that they are able to create charts. The benchmark that 70% will strongly agree with Questions 5-10 of the 13 question survey was met. It appears that by adding more hands on assignments where students practiced applying formulas and creating spreadsheets enhanced critical thinking and application of concepts.</p> <hr/> 11/16/2011 - Include more projects and homework assignments that include critical thinking. Change the percentage of homework and projects on the syllabus. Less emphasize on quizzes and tests.

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
			<p>Action Plan Category: Conduct Further Assessment</p> <p>Follow-Up: 11/16/2011 - Administered the survey to CAOT 225 MWF course to 20 students. The Criteria established for the survey was that 70% of students will strongly agree with the six questions on the survey. This survey was conducted to a random group of students in the CAOT 225 course.</p> <p>Out of the six questions evaluated, 10/10 students strongly agree that their skills have increased after taking the course. 7/10 students strongly agree that they are better able to apply formulas. 8/10 students strongly agree that they can create professional spreadsheets. 8/10 students strongly agree that they are able to create visual representations (charts). 9/10 students strongly agree that the course helped them achieve their goals. 7/10 students strongly agree that they feel prepared to move onto the next course. 10/10 students would recommend this class to a friend. 8/10 students responded that they are taking the class to acquire job skills and 7/10 wants to earn a vocational certificate.</p> <p>The criteria benchmark was met</p>

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
			<p>Follow-Up: for all of the questions surveyed. Based on student?s responses regarding whether or not they feel prepared to move onto the next course, 70% felt strongly capable. 8/10 students strongly agree that they can create professional spreadsheets and 7/10 are able to apply formulas. 8/10 students strongly agree that they are able to create charts. The benchmark that 70% will strongly agree with Questions 5-10 of the 13 question survey was met. It appears that by adding more hands on assignments where students practiced applying formulas and creating spreadsheets enhanced critical thinking and application of concepts.</p> <hr/>
	<p>Assessment Method: Midterm test - The exam consisted of 34 true or false and multiple choice questions.</p> <p>Assessment Method Category: Exam</p> <p>Success Criterion: 70% or higher on the 34 true or false and multiple choice questions.</p> <p>Related Documents: CAOT 225 test analysis.doc</p>		