

COURSE ASSESSMENT REPORT

Course Number: 2440:125-701

Instructor: Malavite

Course Title: Spreadsheet Software

Semester: Spring

Year: 2005

1. Course Learning Outcome(s) Being Assessed

Identify elements of an Excel list, freeze rows and columns, sort data, filter data, apply conditional formatting, insert subtotals, and summarize data using pivot tables.

2. Instructional Techniques to Achieve the Course Learning Outcomes

Traditional lecture is used incorporating the whiteboards and the computer. Students are completing hands-on computer activities during the lecture to reinforce what is being taught. Ample time is given for students to also take notes on the various Excel features being presented.

3. Assessment Activity(ies) to Measure Student Learning (pre- post-tests, quizzes, exams, projects, assignments, self-assessment, in-class exercises)

Students are given an out-of-class assignment worth 60 points that covers all of elements presented during lecture. A WebCT online classroom has a Discussion Area where students can post any questions they have about areas of difficulty they encounter with the assignment. Students are encouraged to participate in this open forum and use this as an out-of-class discussion area.

4. Results/Observations on each activity

Of the 14 students who submitted the assignment, 50% (7) scored 90% or above (at least 54 points out of 60). Their work was very impressive and showed that they had a firm grasp of the material. There were three students who scored 31, 29, and 14 points respectively. It is worth noting that all three students were absent on the night of lecture. There were four students who scored between 40 - 49 points (67% - 82%). Although one of the students was well within the criteria for success of 75%, I was still disappointed that there were these four who had attended class and were still unable to apply the Excel features.

5. Based on above Results/Observations, Suggestions for Better Achieving Course Learning Outcomes

Somehow I need to make time at the end of class to have the students complete a sample exercise to review and reinforce the Excel features that were taught. I would also like to create a video as I have done with other Excel features to capture my lecture. I will upload this video into the WebCT classroom for students to be able to view it as many times as it takes for them to understand the material.