**Course Prefix, Number, and Title:**

CIT 202- Excel Preparation Course

**Section Number(s):** 1001

**Department:** CT

**Instructor:** Madison Arbillaga

**Academic Year:** 2022

**Semester:** Spring

**Is this a GenEd class? Yes\_\_\_ No\_X\_**

**Complete and submit your assessment report electronically to your department chair. As needed, please attach supporting documents and/or a narrative description of the assessment activities. You may use as many or as few outcomes as necessary.**

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| **Class/Course Outcomes** | **Assessment Measures** | **Assessment Results** | **Outcome Results Analysis** |
| In the boxes below, summarize the outcomes assessed in your class or course during the last year*.* If this is a GenEd class, include the appropriate GenEd objectives. | In the boxes below, summarize the methods used to assess course outcomes during the last year. Include the criterion you’ll use to judge whether or not students have achieved the expected outcome. | In the boxes below, summarize the results of your assessment activities during the last year. Include your judgement as to whether or not the criterion for student achievement has been met. | In the boxes below, please reflect on this outcome’s results and summarize how you plan to use the results to improve student learning. |
| **Outcome #1:**  Use Excel to solve business-oriented problems. | **Assessment Measure:**  Hands-on assignments, quizzes, and Final project  **Criterion for achievement:**  Passing grade for each assessment measured. | **Results:**  Of the four enrolled students who participated throughout the course scored an average grade throughout the semester of 93%.  **Criterion Met:** Yes | **1. Results Analysis:**  The majority of enrolled students achieved these outcomes.  **2. Action Plan:**  For the next course running I would like for students to provide areas of concern that I can create videos to walk through following the examples in the book. |
| **Outcome #2:**  Build well-designed, easily understood, and easily phrased workbooks | **Assessment Measure:**  Hands-on assignments, quizzes, and Final project  **Criterion for achievement:**  Passing grade for each assessment measured. | **Results:**  Of the four enrolled students who participated throughout the course scored an average grade throughout the semester of 93%.  **Criterion Met:** Yes | **1. Results Analysis:**  The majority of enrolled students achieved these outcomes.  **2. Action Plan:**  I felt that this was accomplished through the ability for students to submit assignments multiple times with specific feedback. I will continue this for future courses. |
| **Outcome #3:**  Work with advanced features of Excel. | **Assessment Measure:**  Hands-on assignments, quizzes, and Final project  **Criterion for achievement:**  Passing grade for each assessment measured. | **Results:**  Of the four enrolled students who participated throughout the course scored an average grade throughout the semester of 93%.  **Criterion Met:** Yes | **1. Results Analysis:**  The majority of enrolled students achieved these outcomes.  **2. Action Plan:**  I would like to provide students with example videos for advanced features to provide areas that I see students getting off track based on this course running. |
| **Outcome #4:**  Enhance workbooks with macros and VBA. | **Assessment Measure:**  Hands-on assignments, quizzes, and Final project  **Criterion for achievement:**  Passing grade for each assessment measured. | **Results:**  Of the four enrolled students who participated throughout the course scored an average grade throughout the semester of 93%.  **Criterion Met:** Yes | **1. Results Analysis:**  The majority of enrolled students achieved these outcomes.  **2. Action Plan:**  This portion of the course was difficult for students to comprehend the purpose of the macros. Providing an example of real world application would aid in this. |
| **Outcome #5:**  Work alone to create working programs to solve provided real world scenarios. | **Assessment Measure:**  Hands-on assignments, quizzes, and Final project  **Criterion for achievement:**  Passing grade for each assessment measured. | **Results:**  Of the four enrolled students who participated throughout the course scored an average grade throughout the semester of 93%.  **Criterion Met:** Yes | **1. Results Analysis:**  The majority of enrolled students achieved these outcomes.  **2. Action Plan:**  This course is based on real-world examples and spreadsheets and allows students to engage with created data to manipulate it in multiple ways. Their understanding was evident in their final projects and gave me insight into what areas need to be focused on further. |

**Notes:**

This course was redeveloped this semester for a new textbook and edition. I focused this course to allow students to explore Excel and the many functionalities that are available. By creating a learning environment that was based on trial and error students were able to more deeply understand the concepts and learn from mistakes made by be allowed multiple attempts to submit the assignment with extensive feedback.

I have reviewed this report:

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Department Chair Dean

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Vice President of Academic Affairs and Student Services

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