

**Course Assessment Report
Washtenaw Community College**

Discipline	Course Number	Title
Computer Information Systems	099	CIS 099 03/02/2020-Computer Skills for Beginners
Division	Department	Faculty Preparer
Business and Computer Technologies	Computer Science & Information Technology	Philip Geyer
Date of Last Filed Assessment Report		

I. Review previous assessment reports submitted for this course and provide the following information.

1. Was this course previously assessed and if so, when?

No

2. Briefly describe the results of previous assessment report(s).

3.

4. Briefly describe the Action Plan/Intended Changes from the previous report(s), when and how changes were implemented.

5.

II. Assessment Results per Student Learning Outcome

Outcome 1: Demonstrate basic uses of the Microsoft ® Windows ? operating system.

- Assessment Plan
 - Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
 - Assessment Date: Winter 2012
 - Course section(s)/other population: Selected Sections
 - Number students to be assessed: All students in selected sections

- How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
- Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
- Who will score and analyze the data: A CIS 099 instructor will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
2019, 2018, 2017	2019, 2018	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
62	51

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

51 students performed the required work.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students who performed the required work.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Assessment 1. Successfully complete the Lab on Windows demonstrating use of the Utility programs included with Windows (Lab 2). 49/51 (96%) successful.

Assessment 2: Successfully complete the homework lab by taking a screenshot of students PC properties, saving in Word and emailing as an attachment to the instructor. 49/51 (96%) successful.

Assessment 3. Score 70% or better on the quiz for textbook Chapter 4 on "The Operating System and Utility Programs." 46/50 (92%) successful.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: <u>Yes</u>
We chose three different measures. All showed students met the standard for success.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Student achievement was excellent.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

No improvement required at this time.

Outcome 2: Demonstrate proficiency in using the World Wide Web and electronic mail.

- Assessment Plan
 - Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
 - Assessment Date: Winter 2012
 - Course section(s)/other population: Selected Sections
 - Number students to be assessed: All students in selected sections
 - How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
 - Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
 - Who will score and analyze the data: A CIS 099 instructor will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
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2019, 2018, 2017	2019, 2018	
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2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
62	51

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

51 students performed the required work.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students who performed the required work.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Assessment 1. Successfully complete the Lab on Windows demonstrating use of the Utility programs included with Windows (Lab 2). 49/51 (96%) successful.

Assessment 2: Successfully complete the homework lab by taking a screenshot of students PC properties, saving in Word and emailing as an attachment to the instructor. 49/51 (96%) successful.

Assessment 3. Scored 70% or better on the quiz for textbook Chapter 4 on "The Operating System and Utility Programs." 46/50 (92%) successful.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes
 We chose three different measures. All showed students met the standard for success.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Student achievement was excellent.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

No improvement required at this time.

Outcome 3: Demonstrate proficiency in using word processing basics.

- Assessment Plan
 - Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
 - Assessment Date: Winter 2012
 - Course section(s)/other population: Selected Sections
 - Number students to be assessed: All students in selected sections
 - How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
 - Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
 - Who will score and analyze the data: A CIS 099 instructor will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
2019, 2018, 2017	2019, 2018	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
62	54

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

All students who performed the required work.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

Selected all students who performed the required work.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Assessment 1: Successfully complete the lab using the Word Grader 1 project from MyItLab. 43/43 (100%) successful.

Assessment 2: Successfully take and save screenshots and save as a Word Document for emailing to instructor throughout the semester. 54/54 (100%) successful.

Assessment 3: Successfully complete the in class lab creating a flier from a blank document using Microsoft Word. 44/44 (100%) successful.

Assessment 4: Scored 70% or better on the quiz for Textbook Chapter 5 "Application Software." 46/51 (90%) successful.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

We chose four different measures. All showed students met the standard for success.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Student achievement was excellent.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

No improvement required at this time.

Outcome 4: Demonstrate basic uses of Blackboard and MyWCC.

- Assessment Plan

- Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
- Assessment Date: Winter 2012
- Course section(s)/other population: Selected Sections
- Number students to be assessed: All students in selected sections
- How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
- Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
- Who will score and analyze the data: A CIS 099 instructor will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
2019, 2018, 2017	2018, 2019	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
62	54

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

Assessed all students who performed the required work.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

Assessed all students who performed the required work.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Assessment 1: Demonstrate competency in classroom labs and lectures using Blackboard for accessing class PowerPoint Presentations, for calculating student grades and sending emails to the Instructor. 54/54 (100%) successful.

Assessment 2: Demonstrate competency in using MYWCC for registering for classes, accessing student schedule, transcripts and grades in classroom labs. 54/54 (100%) successful.

Assessment 3: Demonstrate to the Instructor successful navigation of WCC website, ability to access the Gateway and navigate to MyWCC, Blackboard and student email. 54/54 (100%) successful.

Assessment 4: Score 70% or better on the Blackboard/MyWCC quiz. 46/52 (88%) successful.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

We chose four different measures. All showed that students met the standard for success.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Student achievement was excellent.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

No improvement required at this time.

Outcome 5: Demonstrate proficiency in file management.

- Assessment Plan
 - Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
 - Assessment Date: Winter 2012
 - Course section(s)/other population: Selected Sections

- Number students to be assessed: All students in selected sections
- How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
- Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
- Who will score and analyze the data: A CIS 099 instructor will analyze the data.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
2019, 2018, 2017	2019, 2018	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
62	54

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

Used data from all students who performed the required work.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students who performed the required work.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Assessment 1. Demonstrate competency in saving files to the PC in various locations on a weekly basis so that student becomes familiar with the Windows file structure. 54/54 (100%) successful.

Assessment 2: Successfully complete the File Management Lab which entails constructing a file structure on the students' flash drive and emailing a screen shot of their file structure to the instructor. 47/47 (100%) successful.

Assessment 3: Students are required to save copies of lab results and quizzes to

their flash drive in their CIS099 folder which was created in the File Management lab. 49/49 (100%) successful.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

We chose three different measures. All showed students met the standard for success.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Student achievement was excellent.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

No improvement required at this time.

III. Course Summary and Intended Changes Based on Assessment Results

1. Based on the previous report's Intended Change(s) identified in Section I above, please discuss how effective the changes were in improving student learning.

N/A

2. Describe your overall impression of how this course is meeting the needs of students. Did the assessment process bring to light anything about student achievement of learning outcomes that surprised you?

Students in the course are doing very well. It would be worthwhile to evaluate reasons that students enroll, but do not complete the course.

3. Describe when and how this information, including the action plan, was or will be shared with Departmental Faculty.

Share with lead faculty and the instructor of the course.

4. Intended Change(s)

Intended Change	Description of the change	Rationale	Implementation Date
Assessment Tool	Change listed assessment tools to reflect what we used this year.	We found a better way to assess.	2020
Objectives	Need to add additional Objective: Demonstrate reasonable competence in Computer Security and Privacy This objective has been added to the course, so it should be added to the master syllabus. This objective was evaluated and the objective was met.	See above.	2020

5. Is there anything that you would like to mention that was not already captured?

6.

III. Attached Files

[Assessment Data](#)

Faculty/Preparer: Philip Geyer **Date:** 03/16/2020
Department Chair: Khaled Mansour **Date:** 03/16/2020
Dean: Eva Samulski **Date:** 03/17/2020
Assessment Committee Chair: Shawn Deron **Date:** 04/06/2020