Course Assessment- Part B: Your Results & Analysis   COMPLETE   #523

Please select your course and name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or swade@cgcc.edu.

CAS 133- Intro to Office Software- Linda Hughitt- Fall 2021

* Part B: Your Results DIRECTIONS 1. Report the outcome achievement data gathered via the assignments, tests, etc. you identified for each outcome (question 3) of your Part A. (Only include data for students who completed the course. Do not include students who withdrew or earned an incomplete) Data for all 3 outcomes should be reported below.

The evaluation is based off student grades of specific assignments that evaluate the stated outcome.

*   Outcome #1

Students will complete at least one application project for Word, PowerPoint, and Excel with a 70% or better.

* % of students who successfully achieved the outcome (C or above)

85.7

*   Outcome #2

Students will be able to take an instructor supplied list of websites and evaluate them for accuracy.

* % of students who successfully achieved the outcome (C or above)

100

* Outcome #3

Students will be able to write a reflection paper on their personal needs when buying a computer and when purchasing a digital camera.

* % of students who successfully achieved the outcome (C or above)

87.5

* ANALYSIS 3. What contributed to student success and/or lack of success?

For outcome #1 passing one of the Word, Excel, and PowerPoint application project is required for passing the class. 100% of students getting a C or better met this requirement. The reason it shows as 87.5% is due to a student that quit the class early on (week 3) but did not drop the class (and therefore failed).

* 4. Helping students to realistically self-assess and reflect on their understanding and progress encourages students to take responsibility for their own learning. Please compare your students' perception of their end-of-term understanding/mastery of the three outcomes (found in student evaluations) to your assessment (above) of student achievement of the three outcomes.

All students completing the course assessment survey at the end of the course stated a marked improvement from the beginning to the end of the course.

All except one student showed at least a two step improvement, and two students showed a three step improvement. Only the one student showed a one step improvement.

* 5. Did student achievement of outcomes meet your expectations for successfully teaching to each outcome (question 4 from Part A)

yes

* 6. Based on your analysis in the questions above, what course adjustments are warranted (curricular, pedagogical, student instruction, etc.)?

This course has gone through this process many times. At this point the adjustments have been made and no new ones are planned (for now).
The only adjustment needed is going to be the need to update for MS Office 2021 release.

7. What resources would be required to implement your recommended course adjustments (materials, training, equipment, etc.)? What Budget implications result?

Normally some paid time has been provided for required updates to courses.

* 8. Describe the results of any adjustments you made from the last assessment of this course (if applicable) and their effectiveness in student achievement of outcomes.

The course undergoes constant updates as it is taught. The updates can be everything from changes to the directions to address "sticking" points the students run into, to updates that need to be made due to slight changes that MS does to the program (they often remove fonts or templates over the life of the software, so it no longer matches the book exactly).

These changes are not made specifically due to the last assessment of the course, but do impact the next assessment of the course.

9. Describe how you explain information about course outcomes and their relevance to your students.

I have created a video that is provided in the Moodle course shell that addresses the course/institution outcomes.

10. Please describe any changes/additions to instruction, curriculum or assessment that you made to support students in better achieving the CGCC Institutional Learning Outcomes: ILO #1: Communication. The areas that faculty are focusing on are: "Content Development"and/or Control of Syntax and Mechanics" and ILO #2: Critical Thinking/Problem Solving. The areas that faculty are focusing on are: "Student's Position" (Critical Thinking) and "Evaluate Potential Solutions" (Problem Solving). ILO #4: Cultural Awareness. The area that faculty is focusing on is: "Curiosity" - Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions" ILO #5: Community and Environmental Responsibility. The area that faculty are focusing on are: "Applying Knowledge to Contemporary Contexts" and "Understanding Global Systems" ILO#3 -Quantitative Literacy - "Application/Analysis" and/or "Assumptions"

ILO#1: CAS 133 is heavy in the students needing to communicate. They have weekly forums to post/reply to, as well as written response papers.

ILO#2: This class has a weekly application project that requires the students to apply critical thinking skills to complete. Also, the buying a computer and digital camera responses papers require critical thinking to complete. The application project also addresses the ILO#3 focus of application of the learned skills that week. The final project again requires the students to apply the skills learned during the term while applying critical thinking skills to plan and execute the completion of the final project.

ILO#4: This objective does not fit well with the course objectives for this class.

ILO# 5: One week focuses on technology recycle. One of assignments that week requires the students to learn about and respond to the topic of responsible recycling of technology.   This assignment also touches on the ILO#3 objective of analysis.