

**PALAU COMMUNITY COLLEGE COURSE ASSESSMENT GRID**

Course Name: Intermediate PC Office Applications

Course#/Section: IT 200 Section 1

Sem./Yr.: Spring 2015

Prep. by: Johyanna Yaoch

Mission: Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

How many students were enrolled in this course? 12

How many students were included in this assessment? 12

**ILOs:**

- ☒ ILO 1 – Critical Thinking and Problem Solving
- ☐ ILO 2 – Communication
- ☒ ILO 3 – Quantitative and Technological Competence
- ☐ ILO 4 – Diversity
- ☐ ILO 5 – Civic Responsibility
- ☐ ILO 6 – Aesthetics

**Program Learning Outcomes:**

- Student will plan, design, and develop a **computer program** demonstrating an understanding in the following: process of flowcharting programs, process of pseudocoding and documenting programs, process of writing computer programs using a programming language and applications, and the process of compiling and debugging programs.
- Students will create various documents and files demonstrating a thorough understanding in using various **office applications** such as utilizing advance features of word-processing, presentation, spreadsheet, and database applications.
- Students will propose, plan/design, and create a **web-based** project to demonstrate an understanding in the process of writing project proposals, process of planning and designing web-based applications, different web supported programming languages, process of uploading and managing web applications, and an understanding in computer networking and protocols.
- Students will propose, plan/design, and create a computer network to demonstrate an understanding in the process of identifying different hardware, determining hardware compatibility, process of planning and designing computer **networks**, and the process of **troubleshooting** networking and other computer related problems.
- Students will propose, plan/design, and create a **database** to demonstrate an understanding in the basic principles of database design including the development of data models, establishment of entity relationships, determine appropriate degree of normalization, identify and define special keys, and addressing access and security concerns.

<p align="center"><b>F</b></p> <p align="center"><i>Formulate – Create or revise standards/learning outcomes/goals/objectives aligned to the PC mission.</i></p>		<p align="center"><b>A</b></p> <p align="center"><i>Assess - Create or revise assessment tools and implement to gather data for standards/learning outcomes/goals/objectives.</i></p>	<p align="center"><b>M</b></p> <p align="center"><i>Measure – Collect measurement data for standards/learning outcomes/goals/objectives using qualitative and quantitative methods.</i></p>	<p align="center"><b>E</b></p> <p align="center"><i>Evaluate – Analyze and interpret standards/learning outcomes/ goals/objectives collected data for congruence between expected and actual outcomes.</i></p>	<p align="center"><b>D</b></p> <p align="center"><i>Develop – Document results and make decisions to develop, revise or continue services/ programs. Continue implementation, evaluation, planning and allocation of resources to strengthen services/ programs for overall institutional effectiveness.</i></p>
<p align="center"><b>COURSE LEARNING OUTCOMES</b></p>		<p align="center"><b>MEANS OF COURSE ASSESSMENT</b></p>	<p align="center"><b>EXPECTED STUDENT PERFORMANCE</b></p>	<p align="center"><b>Summary of data collected</b></p>	<p align="center"><b>Analyzed Results / Action Plans based on Results</b></p>
<ol style="list-style-type: none"> <li>Plan and develop elaborate documents utilizing built-in and custom advanced features of Microsoft Word.</li> <li>Plan and develop elaborate spreadsheets utilizing built-in and custom advanced functions and features of Microsoft Excel.</li> </ol>		<ol style="list-style-type: none"> <li>Word Activity</li> <li>Excel Activity</li> </ol>	<ol style="list-style-type: none"> <li>70% of the students assessed will perform at the proficiency level.</li> <li>67% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>92% of the students assessed reached proficiency level.</li> <li>67% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>All students reached the proficiency level so no action needed at this time.</li> <li>More Excel exercises will be given and more time will be spent on functions and formula writing. Though only 67% of the students reached proficiency level (3 or 4), the 33% percent of students who did not are all at a level 2. Comparing this last semester that this course was offered, the number of students who reached proficiency level decreased substantially.</li> </ol>
<ol style="list-style-type: none"> <li>Plan, design, and develop relational databases using Microsoft Access that maximizes flexibility and minimizes redundancy.</li> <li>Plan, design, and generate Microsoft Access query objects that create new table objects or selects, deletes, or inserts new records.</li> <li>Plan, design, and generate other database objects utilizing advanced features and functions of Microsoft Access.</li> </ol>		<ol style="list-style-type: none"> <li>Access Activity</li> <li>Access Activity</li> <li>Access Activity</li> </ol>	<ol style="list-style-type: none"> <li>100% of the students assessed reached proficiency level.</li> <li>100% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>100% of the students assessed reached proficiency level.</li> <li>100% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>All students reached the proficiency level so no action needed at this time.</li> <li>All students reached the proficiency level so no action needed at this time.</li> <li>All students reached the proficiency level so no action needed at this time.</li> </ol>
<ol style="list-style-type: none"> <li>Plan, design, and generate other database objects utilizing advanced features and functions of Microsoft Access.</li> </ol>		<ol style="list-style-type: none"> <li>Access Activity</li> </ol>	<ol style="list-style-type: none"> <li>100% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>100% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>All students reached the proficiency level so no action needed at this time.</li> </ol>

3/16/2015



# PALAU COMMUNITY COLLEGE COURSE ASSESSMENT GRID

Course Name: Intermediate PC Office Applications

Course#/Section: IT 200 Section 1

Sem./Yr.: Fall 2015

Prep. by: Johvanna Yaach

Mission: Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

How many students were enrolled in this course? 8

How many students were included in this assessment? 8

## ILOs:

- [x] ILO 1 – Critical Thinking and Problem Solving
- [ ] ILO 2 – Communication
- [x] ILO 3 – Quantitative and Technological Competence
- [ ] ILO 4 – Diversity
- [ ] ILO 5 – Civic Responsibility
- [ ] ILO 6 – Aesthetics

## Program Learning Outcomes:

1. Student will plan, design, and develop a **computer program** demonstrating an understanding in the following: process of flowcharting programs, process of pseudocoding and documenting programs, process of writing computer programs using a programming language and applications, and the process of compiling and debugging programs.
2. Students will create various documents and files demonstrating a thorough understanding in using various **office applications** such as utilizing advance features of word-processing, presentation, spreadsheet, and database applications.
3. Students will propose, plan/design, and create a **web-based project** to demonstrate an understanding in the process of writing project proposals, process of planning and designing web-based applications, different web supported programming languages, process of uploading and managing web applications, and an understanding in computer networking and protocols.
4. Students will propose, plan/design, and create a computer network to demonstrate an understanding in the process of identifying different hardware, determining hardware compatibility, process of planning and designing computer **networks**, and the process of **troubleshooting** networking and other computer related problems.
5. Students will propose, plan/design, and create a **database** to demonstrate an understanding in the basic principles of database design including the development of data models, establishment of entity relationships, determine appropriate degree of normalization, identify and define special keys, and addressing access and security concerns.

<div> <div>F</div> <div>Formulate – Create or revise standards/learning outcomes/goals/objectives aligned to the PCC mission.</div> </div>		<div> <div>A</div> <div>Assess - Create or revise assessment tools and implement to gather data for standards/learning outcomes/goals/objectives.</div> </div>	<div> <div>M</div> <div>Measure – Collect measurement data for standards/learning outcomes/goals/objectives using qualitative and quantitative methods.</div> </div>	<div> <div>E</div> <div>Evaluate – Analyze and interpret standards/learning outcomes/ goals/objectives collected data for congruence between expected and actual outcomes.</div> </div>	<div> <div>D</div> <div>Develop – Document results and make decisions to develop, revise or continue services/ programs. Continue implementation, evaluation, planning and allocation of resources to strengthen services/ programs for overall institutional effectiveness.</div> </div>
COURSE LEARNING OUTCOMES		MEANS OF COURSE ASSESSMENT	EXPECTED STUDENT PERFORMANCE	Summary of data collected	Analyzed Results / Action Plans based on Results
<ol style="list-style-type: none"> <li>1. Plan and develop elaborate documents utilizing built-in and custom advanced features of Microsoft Word.</li> <li>2. Plan and develop elaborate spreadsheets utilizing built-in and custom advanced functions and features of Microsoft Excel.</li> </ol>		<ol style="list-style-type: none"> <li>1. Word Activity</li> <li>2. Excel Activity</li> </ol>	<ol style="list-style-type: none"> <li>70% of the students assessed will perform at the proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>1. 87.50% of the students assessed reached proficiency level.</li> <li>2. 75% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>1. All students assessed reached the proficiency level so no action needed at this time.</li> <li>2. Previous semester's assessment indicated that only 67% of students assessed reached proficiency level, as such, a plan of action was set to provide more Excel exercises to students as well as allocate more time on functions and formula writing. This assessment shows improvement in student performance, and as such, instructors will continue to give more activities in Excel and more time will be spent on functions and formula writing to improve student performance.</li> <li>3. CLO3-5: Comparing previous semester's assessment to this assessment, the number of students reaching proficiency level in Access decreased. As a result, more exercises and more time will be spent on the various Access objects (tables, queries, forms, and reports) to ensure improvement in student performance.</li> </ol>
<ol style="list-style-type: none"> <li>3. Plan, design, and develop relational databases using Microsoft Access that maximizes flexibility and minimizes redundancy.</li> <li>4. Plan, design, and generate Microsoft Access query objects that create new table objects or selects, deletes, or inserts new records.</li> <li>5. Plan, design, and generate other database objects utilizing advanced features and functions of Microsoft Access.</li> </ol>		<ol style="list-style-type: none"> <li>3. Access Activity</li> <li>4. Access Activity</li> <li>5. Access Activity</li> </ol>	<ol style="list-style-type: none"> <li>75% of the students assessed reached proficiency level.</li> <li>75% of the students assessed reached proficiency level.</li> <li>75% of the students assessed reached proficiency level.</li> </ol>	<ol style="list-style-type: none"> <li>75% of the students assessed reached proficiency level.</li> </ol>	