Course Outcomes 1 and ctu.unitid = 694	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
IS 201 - Computer Applications - Use a computer as an effective tool - Use a computer as an effective tool **Next Assessment:** 2016-2017 **Start Date:** 09/09/2013 **Course Outcome Status:** Active	**Assessment Measure:** All assignment All tests **Assessment Measure Category:** Assignment - Project **Criterion:** N/A	09/09/2013 - Overall average score: 87% **Criterion Met:** Yes **Reporting Period:** 2012-2013	09/09/2013 - See other Outcomes Action Plans.
	Assessment Measure: Assignment (75% of grade) Assessments (20% of grade) Discussions (5% of grade) **Assessment Measure Category:** Discussion **Criterion:** Students had to down load all files for the class	09/28/2015 - All students averaged 98% on assignments No assessment for this outcome All Students averaged 85% on discussions **Criterion Met:** Yes **Reporting Period:** 2014-2015	09/28/2015 - I haven't taught this class in a few years and realized I needed to have more examples of concepts in MS Office.
IS 201 - Computer Applications - Use Windows to maintain files - Use Windows to maintain files **Next Assessment:** 2016-2017 **Start Date:** 09/09/2013 **Course Outcome Status:** Active	**Assessment Measure:** All assignments and test. With each assignment and test, the student was required to create a new document with a specific name or to start with an existing document and rename it. These skill require the student to understand the file management and naming convention Microsoft Windows. They also needed to remember the folder organization they had created to store their work so they could submit the assignments each week. **Assessment Measure Category:** Assignment - Written **Criterion:** N/A	09/09/2013 - Except for minor naming requirement issues, all students successful named their documents correctly with each assignment and test. **Criterion Met:** Yes **Reporting Period:** 2012-2013	09/09/2013 - No change
	Assessment Measure: Assignment (75% of grade) Assessments (20% of grade) Discussions (5% of grade) **Assessment Measure Category:** Discussion **Criterion:** Students had to down load all files for the class and set up folders and then send a screen capture to verify that they knew how to zip and unzip files.	09/28/2015 - All students averaged 94% on assignments No assessment for this outcome All Students averaged 85% on discussions **Criterion Met:** Yes **Reporting Period:** 2014-2015	09/28/2015 - I haven't taught this class in a few years and realized I needed to have more examples of concepts in MS Office. Work with students that had Windows 7 and 8

Course Outcomes 1 and ctu.unitid = 694	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
IS 201 - Computer Applications - Use Word - Use Word to produce letters, reports, etc **Next Assessment:** 2016-2017 **Start Date:** 09/09/2013 **Course Outcome Status:** Active	**Assessment Measure:** Word assignment Word test **Assessment Measure Category:** Assignment - Written **Criterion:** N/A	09/09/2013 - Word assignments average score: 90% Word test average score: 86% **Criterion Met:** Yes **Reporting Period:** 2012-2013	09/09/2013 - I updated the video for the first assignment to align with Tutorial 1 in the text and MS Office 2010. I also updated the test to make more clear what I was asking the students to do (Tab stops vs. Indenting)
	Assessment Measure: Assignment (75% of grade) Assessments (20% of grade) **Assessment Measure Category:** Assignment - Project **Criterion:** Creating a Document. Editing and Formatting a Document. Creating Tables and a Multipage Report. Enhancing Page Layout and Design.	09/28/2015 - All students averaged 89% on assignments All students averaged 87% on the assessment **Criterion Met:** Yes **Reporting Period:** 2014-2015	09/28/2015 - I haven't taught this class in a few years and realized I needed to have more examples of concepts in MS Word.
IS 201 - Computer Applications - Use Excel - Use Excel to build spreadsheets and charts **Next Assessment:** 2016-2017 **Start Date:** 09/09/2013 **Course Outcome Status:** Active	**Assessment Measure:** Excel assignments Excel test **Assessment Measure Category:** Assignment - Lab **Criterion:** N/A	09/09/2013 - Excel assignments average score: 88% Excel test average score: 86% Two students did not complete the test. **Criterion Met:** Yes **Reporting Period:** 2012-2013	09/09/2013 - I updated the test to make more clear what type of pie chart I was asking the students to do and how to place it in their Excel Workbook.
	Assessment Measure: Assignment (75% of grade) Assessments (20% of grade) **Assessment Measure Category:** Assignment - Project **Criterion:** Getting Started with Excel. Formatting Workbook Text and Data. Calculating Data with Formulas and Functions. Analyzing and Charting Financial Data.	09/28/2015 - All students averaged 88% on assignments All students averaged 84% on the assessment **Criterion Met:** Yes **Reporting Period:** 2014-2015	09/28/2015 - I haven't taught this class in a few years and realized I needed to have more examples of concepts in MS Excel.
IS 201 - Computer Applications - Use Access - Use Access to build and search databases and produce reports **Next Assessment:** 2016-2017 **Start Date:** 09/09/2013 **Course Outcome Status:** Active	**Assessment Measure:** Access assignments Access test **Assessment Measure Category:** Assignment - Written **Criterion:** N/A	09/09/2013 - Access assignments average score: 91% Access test average score: 93% **Criterion Met:** Yes **Reporting Period:** 2012-2013	09/09/2013 - No changes.
	Assessment Measure: Assignment (75% of grade) Assessments (20% of grade)	09/28/2015 - All students averaged 79% on assignments	

Course Outcomes 1 and ctu.unitid = 694	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
	Discussions (5% of grade) **Assessment Measure Category:** Assignment - Project **Criterion:** Creating a Database. Building a Database and Defining Table Relationships. Maintaining and Querying a Database. Creating Forms and Reports.	All students averaged 71% on the assessment **Criterion Met:** Yes **Reporting Period:** 2014-2015	09/28/2015 - I haven't taught this class in a few years and realized I needed to have more examples of concepts in MS Access.
IS 201 - Computer Applications - Use PowerPoint - Use PowerPoint to produce business presentations **Next Assessment:** 2016-2017 **Start Date:** 09/09/2013 **Course Outcome Status:** Active	**Assessment Measure:** PowerPoint assignments PowerPoint project **Assessment Measure Category:** Assignment - Project **Criterion:** N/A	09/09/2013 - PowerPoint assignments average score: 86% PowerPoint project average score: 87% Three students did not complete the project. **Criterion Met:** Yes **Reporting Period:** 2012-2013	09/09/2013 - No changes.
	Assessment Measure: Assignment (75% of grade) Assessments (20% of grade) **Assessment Measure Category:** Assignment - Project **Criterion:** Creating a Presentation. Adding Media and Special Effects.	09/28/2015 - All students averaged 92% on assignments All students averaged 90% on the assessment **Criterion Met:** Yes **Reporting Period:** 2014-2015	09/28/2015 - I haven't taught this class in a few years and realized I needed to have more examples of concepts in MS PowerPoint.
IS 201 - Computer Applications - Integrate data between the different office software - Integrate data between the different office software **Next Assessment:** 2016-2017 **Start Date:** 09/09/2013 **Course Outcome Status:** Active	**Assessment Measure:** Final PowerPoint project **Assessment Measure Category:** Assignment - Project **Criterion:** N/A	09/09/2013 - PowerPoint project average score: 87% Three students did not complete the project. **Criterion Met:** Yes **Reporting Period:** 2012-2013	09/09/2013 - No changes.
	Assessment Measure: Assignment (75% of grade) Assessments (20% of grade) **Assessment Measure Category:** Assignment - Written **Criterion:** Final project was integrating Word, Excel, Access and PowerPoint	09/28/2015 - Most of the students did a good job with the Word, PowerPoint and Excel. The students struggled with the Access. **Criterion Met:** Yes **Reporting Period:** 2014-2015	09/28/2015 - This outcome was the final project for the class. I need to write my own project and not use book generated project.