

Assessment Report

FLEX Program

Part I-Assessment SUMMARY (2004- 2005)

A. Program/Discipline Mission Statement

The mission of the Computer Information System (CIS) department is to facilitate student learning and meet the needs of the business community by providing a relevant and current curriculum that is based on sound educational principles. The CIS department is committed to using appropriate instructional strategies, making effective use of instructional resources, and continuously assessing student academic achievement for the purpose of ongoing improvement. This will be accomplished by aligning our goals with the vision of Arapahoe Community College (ACC) as a learner-centered institution.

The purpose of the CIS department is to prepare students for entry-level careers in information technology; provide skill upgrade training for information technology professional, offer service courses to support other vocational programs; and to provide a variety of learner-centered opportunities for the needs of the individual and community.

B. Intended Outcomes

Program Outcomes

Outcome	Homework/Exam	Survey
Through a flexible program with instructors available for tutoring and support, students will be capable of creating, formatting, and editing a basic Microsoft Word document.	X	X
Through a flexible program with instructors available for tutoring and support, students will be capable of creating, formatting, and editing a basic Microsoft Excel Spreadsheet.	X	X
Through a flexible program with instructors available for tutoring and support, students will be capable of creating, formatting, and editing a basic Microsoft Access Database.	X	X
Through a flexible program with instructors available for tutoring and support, students will be capable of creating, formatting, and editing a basic Microsoft PowerPoint Presentation.	X	X
Through a flexible program with instructors available for tutoring and support, students will be capable of integrating Word, Excel, Access and PowerPoint of the Microsoft Office Suite.	X	X

C. Benchmarks

Assessment not performed in 2003-2004.

D. Assessment Results

1. Historical Context
2. Current Year Data Results
3. Analysis

E. Use of Results

The results of the assessment will be used to adjust the course content.
 The results of the student surveys will be used to determine if the FLEX program is adequate in fulfilling the students' needs
 The adjustments to the FLEX program will be shared with students through obvious program changes such as: extended or reduced hours, book changes, syllabi changes, etc. The adjustments will be shared with the advisory committee, and counseling department as necessary.

Part II – Assessment PLAN

A. Intended Outcomes

Same as stated in summary.

B. Identify Assessment Procedures/Methods

- Assessments in the form of specific application Exams will be the primary method of assessing the FLEX program along with completion of homework assignments.. The following rubric will be used to grade the assessment.

Specific Microsoft Office Application	Beginning	Developing	Accomplished
Word Functionality with Word Processing	Student recognizes and can identify particular components of document	Student can apply gained knowledge in completion of homework	Student can demonstrate proficiency in using appropriate application components by scoring 70% or above on Word exam.
Word Creating and Editing a Word document.	Student can create a simple Word document.	Student can create and edit a simple Word document.	Student can create and edit a complex, multi-page document.
Word Formatting a Document	Student can accomplish simple formatting such as double line spacing in a simple Word document	Student can use several formatting features in a Word document	Student can format a complex, multi-page document with at least two sections.
Word Arranging Text and Graphics	Student can place a graphic in a Word document.	Student can place a single graphic in a Word document and arrange text around it.	Student can place several graphics in a Word document and arrange text appropriately

Excel Functionality with Spreadsheet Applications	Student recognizes and can identify particular components of spreadsheet.	Student can apply gained knowledge in completion of Excel homework	. Student can demonstrate proficiency in using appropriate Excel components by scoring 70% or above on Excel exam.
Excel Formulas and Functions	Student can create a simple Excel formula.	Student can create simple formulas and use simple Excel functions.	Student can create complex Excel formulas and functions.
Excel Working with Charts	Student can create a simple Excel chart.	Student can create several simple Excel charts and edit them.	Student can create complex Excel charts and edit them as necessary.
Access Functionality with Access	Student recognizes and can identify particular components of databases.	Student can apply gained knowledge in completion of Access homework	Student can demonstrate proficiency in using appropriate Access components by scoring 70% or above on Access exam.
Access Creating a Database	Student can create a simple database with one table.	Student can create a simple database with several tables.	Student can create a database with several tables and relationships.
Access Filters and Queries	Student can create and execute a simple filter.	Student can create and execute a simple filter and query	Student can create and execute more complex filters and queries..
Access Creating Forms and Reports	Student can create a simple form.	Student can create a simple form and report.	Student can create forms and reports using grouping and sorting.
PowerPoint Functionality with PowerPoint	Student recognizes and can identify particular components of PowerPoint presentations	Student can apply gained knowledge in completion of PowerPoint homework	Student can demonstrate proficiency in using appropriate PowerPoint components by scoring 70% or above on Access exam
PowerPoint Creating a Presentation	Student can create a simple PowerPoint presentation.	Student can create a PowerPoint presentation using several features of PowerPoint	Student can create PowerPoint presentations using various design templates.
PowerPoint Enhancing a Presentation	Student can make simple enhancement to a Presentation.	Student can make enhancements to a Presentation by inserting clipart.	Student can make complex enhancements to a Presentation such as timings.

Integration Integration Word, Excel, Access and PowerPoint	Student recognizes and can identify particular components of integration concepts.	Student can apply gained knowledge in completion of Integration homework.	Student can demonstrate proficiency in using appropriate Integration components
--	---	---	---

- The secondary form of assessment will be pre and post surveys given to the students in the FLEX program. These surveys will be tallied and analyzed.
-

C. Benchmarks

- As a benchmark, 80% of the FLEX students will complete the course within the Accomplished area of the rubric.
- As a second benchmark, 80% of the FLEX students will complete the FLEX feedback survey within # 4- 14 in the Agree or above category.

****SUBMIT BUDGET WORKSHEET WITH THIS PLAN****
(ATTACHED SPREADSHEET)

Addendum A