

**Course Assessment Report  
Washtenaw Community College**

Discipline	Course Number	Title
Business Office Systems	207	BOS 207 05/09/2019- Presentation Software Applications
Division	Department	Faculty Preparer
Business and Computer Technologies	Business	Dorothy Kryskowski
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: Evaluate targeted audience and determine the proper scope of the subject matter for a given presentation.

- Assessment Plan
  - Assessment Tool: Final Presentation
  - Assessment Date: Fall 2013
  - Course section(s)/other population: All sections
  - Number students to be assessed: All students
  - How the assessment will be scored: Scored using a rubric

- Standard of success to be used for this assessment: 75% of students will score 75% or higher.
- Who will score and analyze the data: Departmental Faculty

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)
2018	2019	2018

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

# of students enrolled	# of students assessed
43	40

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.

Lack of student completion of the course, through official withdrawal or failure to complete required exams and lessons.
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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.

The course is currently only offered online. All students enrolled in online sections during the noted semesters were included in the assessment.
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5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

The outcome was assessed using part 1 of a 7-part PowerPoint project. The student product was assessed using a rubric. Students could score a maximum of 25 points on this part of the project.
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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>
All students (100%) who completed the project scored a minimum of 19 of 25 (75%) points. This meets the standard of success for this outcome. Students were able to identify their target audience for the project. They also shared their plans with other students and received feedback via the Blackboard discussion board.

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

Students were able to identify an appropriate target audience for their project. They were able to demonstrate creativity and the skills identified by this outcome and for the first part of the project.

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.

Based on the instructor feedback to students, two of them had difficulty either inserting a picture on a slide or creating a logo. Two other students didn't follow directions, post their presentation on the discussion board, or provide feedback to at least three other students. These are simple errors that can be corrected by carefully following instructions on the rubric.

Outcome 2: Combine text, color, graphics and other media sources to create slide presentations using professional presentation software.

- Assessment Plan
  - Assessment Tool: Final Presentation
  - Assessment Date: Fall 2013
  - Course section(s)/other population: All sections
  - Number students to be assessed: All students
  - How the assessment will be scored: Scored using a rubric
  - Standard of success to be used for this assessment: 75% of students will score 75% or higher.
  - Who will score and analyze the data: Departmental Faculty

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)
2018	2019	2018

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

# of students enrolled	# of students assessed
43	29

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.

Of the 42 enrolled students in the 3 terms being assessed, there were 4 student withdrawals, and a total of 9 students that completed most of the final project but not all of it. Therefore, only 29 students completed the entire final project.

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.

The course is currently only offered online. All students enrolled in online sections during the noted semesters were included in the assessment.

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

The final project was a presentation created by the student broken down throughout the term into 7 parts. Each part of the presentation required adding 4 slides to the presentation, increasing in difficulty each time, with a rubric given to the students to follow step by step.

In this assessment, the students used their own ideas and creativity, and it was assessed according to the rubric given--objectively by the instructor and in addition peer-reviewed, as each assignment was posted on a class discussion board that required feedback.

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

Based on the data, the students that completed the entire final project achieved an average score of 98.35%, far exceeding expectations. The average was slightly lower when adding in those students who did not complete the entire project, assessing 38 students-- at 98.1%.

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

Students did very well creating and designing their own presentations with their own ideas. They easily incorporated different graphics, media, and video into their presentations, and well exceeded expectations.

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.

Students met the standard of success. In the instances where points were lost, it was due to a lack of following all the instructions, i.e. posting to the discussion board, missing a step in the rubric directions, or missing responding to other students' posts.

Outcome 2: Combine text, color, graphics and other media sources to create slide presentations using professional presentation software.

- Assessment Plan
  - Assessment Tool: Practical Exam
  - Assessment Date: Fall 2013
  - Course section(s)/other population: All sections
  - Number students to be assessed: All students
  - How the assessment will be scored: Checklist
  - Standard of success to be used for this assessment: 75% of students will score 75% or higher.
  - Who will score and analyze the data: Departmental Faculty

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)
2018	2019	2018

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

# of students enrolled	# of students assessed
43	35

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.

Of the 42 enrolled students in the 3 terms being assessed, there were 4 student withdrawals, and a total of 3 students that completed most of the unit exams but not all of them. Therefore, 35 students completed the all of the unit exams for assessment.

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.

The course is currently only offered online. All students enrolled in online sections during the noted semesters were included in the assessment.

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

There are 3 unit exams and each unit exam has 3 parts. One part is completed in blackboard (objective questions) one part is completed in GMetrix software (objective questions) and one practical part of the exam in SIMnet software- the SIMnet part requires creating a PowerPoint presentation with all of the required elements stated in the rubric.

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

97% of students completed the practical parts of the unit exams with a score of 100%. One student received a 25/40 and another received a 35/40 and the remaining received a 40/40. This meets the standard of success for this outcome.

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

Students did very well creating and designing their own presentations with their own ideas. They easily incorporated different graphics, media, and video into their presentations, and well exceeded expectations.

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.

Students met the standard of success. In the instances where points were lost, it was due to a lack of following all the instructions, i.e. posting to the discussion board, missing a step in the rubric directions, or missing responding to other students' posts.

Outcome 3: Produce effective handouts and flyers using professional presentation software.

- Assessment Plan
  - Assessment Tool: Final Presentation
  - Assessment Date: Fall 2013
  - Course section(s)/other population: All sections
  - Number students to be assessed: All students
  - How the assessment will be scored: Scored using a rubric
  - Standard of success to be used for this assessment: 75% of students will score 75% or higher.
  - Who will score and analyze the data: Departmental Faculty

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)
2018	2019	2018

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

# of students enrolled	# of students assessed
43	29

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.

Of the 42 enrolled students in the 3 terms being assessed, there were 4 student withdrawals, and a total of 9 students that completed most of the final project but not all of it. Therefore, only 29 students completed the entire final project.

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.

The course is currently only offered online. All students enrolled in online sections during the noted semesters were included in the assessment.

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

The final project presentation is divided into 7 parts, each with its own rubric. In part 2 of the project, students produce speaker notes and in part 7 produce handouts. These skills are previously covered in the course homework assignments before they are assessed in the final project.

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

Success rate of student completing of part 2 of the project was 98.85% and part 7 of the project was 96.83%.

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

Students did very well producing this outcome with their presentations. In the cases where assessment points were lost, it was due to either the lack of following the directions, or not posting their results to the Internet link given to them.

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.

Students met the standard of success for this outcome. I expect that full credit can easily be remedied by reminders on reading the instructions carefully and perhaps posting additional examples of what the final evaluations should look like.

Outcome 3: Produce effective handouts and flyers using professional presentation software.

- Assessment Plan
  - Assessment Tool: Practical Exam
  - Assessment Date: Fall 2013
  - Course section(s)/other population: All sections
  - Number students to be assessed: All students
  - How the assessment will be scored: Checklist
  - Standard of success to be used for this assessment: 75% of students will score 75% or higher.
  - Who will score and analyze the data: Departmental Faculty



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

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

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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.

Of the 42 enrolled students in the 3 terms being assessed, there were 4 student withdrawals, and a total of 3 students that completed most of the unit exams but not all of them. Therefore, 35 students completed all of the unit exams for assessment.

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.

The course is currently only offered online. All students enrolled in online sections during the noted semesters were included in the assessment.

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

Unit exam 3 requires students to save PowerPoints in different formats as well as create handouts.

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  
 97% of students completed the practical parts of the unit exam 3 with a score of 100%. One student received a 25/40 and the remaining received a 40/40. This meets the standard of success for this outcome.

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

Students did very well producing this outcome with their presentations. In the cases where assessment points were lost, it was due to either the lack of following the directions, or not posting their results to the Internet link given to them.

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.

Students met the standard of success for this outcome. I expect that full credit can easily be remedied by reminders on reading the instructions carefully and perhaps posting additional examples of what the final evaluations should look like.

Outcome 4: Use professional presentation software to communicate clearly and convincingly.

- Assessment Plan
  - Assessment Tool: Final Presentation
  - Assessment Date: Fall 2013
  - Course section(s)/other population: All sections
  - Number students to be assessed: All students
  - How the assessment will be scored: Scored using a rubric
  - Standard of success to be used for this assessment: 75% of students will score 75% or higher.
  - Who will score and analyze the data: Departmental Faculty

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

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

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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.

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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.

The course is currently only offered online. All students enrolled in online sections during the noted semesters were included in the assessment.

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

In this assessment, the students used their own ideas and creativity to create a 28 slide presentation (divided into 7 parts of 4 slides each). It was assessed according to the rubric given. Each rubric included points given for correct spelling and grammar, easy and clear fonts to read, and formatting that is visually appealing for clear and effective communication.

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

Based on the data, the students that completed the entire final project achieved an average score of 98.35% far exceeding expectations. The average was slightly lower when adding in those students who did not complete the entire project, assessing 38 students-- at 98.1%. All students (100%) who completed the project scored a minimum of 21 of 25 (84%) points.

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

Students did very well on clearly and convincingly creating their PowerPoint presentations. They far exceeded expectations.

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.

Students met the standard of success for this outcome. Each rubric included points given for correct spelling and grammar, easy and clear fonts to read, and formatting that is visually appealing for clear and effective communication. Points were only lost here when students neglected to complete the project.

### 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.

This course is currently meeting the needs of students. This is the first evaluation in several years.

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?

This course has been revised from the ground up in the past year-new syllabus, new assignments, and a whole new final presentation project. In addition, I added the use of the discussion board that was not used before. Students are using Blackboard, SIMnet, and GMetrix software as well. Overall outcomes are extremely high.

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

The assessment results will be shared with the business department and the curriculum and assessment committees for comments and discussion in the next organized meeting.

4. Intended Change(s)

Intended Change	Description of the change	Rationale	Implementation Date
No changes intended.			

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

Summary:

I took over the class in the Winter term of 2018. At that point I revised everything including the following:

- Syllabus
- Schedule of assignments
- Created a new final project presentation, with a rubric for each part and each part to match each SLO (Student Learning Objective) in the textbook chapters.
- Revised the Blackboard site to add use of the Discussion board for student assignments
- Re-wrote all the Blackboard objective tests
- Incorporated GMetrix software and revised objective tests

The feedback from the final project was very positive, as it allowed the students to be creative and use their own ideas and artistic talents while it also encompassed all of the student learning objectives for each chapter. In addition, each student received feedback from other students in the course as it was posted on a discussion board.

### III. Attached Files

[Exam 3 PP part](#)  
[Old Assignment Schedule](#)  
[Final Project](#)  
[Old Syllabus](#)  
[New Syllabus](#)  
[New Assignment Schedule](#)  
[Exam 1 example](#)  
[Exam 2 example](#)  
[Data Summary in Excel](#)

<b>Faculty/Preparer:</b>	Dorothy Kryskowski	<b>Date:</b> 06/12/2019
<b>Department Chair:</b>	Douglas Waters	<b>Date:</b> 06/18/2019
<b>Dean:</b>	Eva Samulski	<b>Date:</b> 06/19/2019
<b>Assessment Committee Chair:</b>	Shawn Deron	<b>Date:</b> 08/19/2019