

**Course Evaluation Measures Menu**

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| **Course number:** | OAT 152 |
| **Course title:** | Excel |
| **Campus location(s):** | Georgetown, Dover, Wilmington |
| **Effective semester:** | 2022-51 |

**Core Course Performance Objectives**

1. Plan, design, and create spreadsheets using complex formulas and functions. (CCC 2, 6; PGC 1, 2, 3, 4)

2. Prepare and manage multiple-sheet workbooks. (CCC 2, 6; PGC 1, 2, 3)

3. Summarize and analyze data. (CCC 2, 6; PGC 1, 3, 4)

4. Demonstrate critical thinking and problem-solving skills. (CCC 2, 3, 4, 6; PGC 1, 3)

**Summative Evaluations**

*Please note: All courses must have a* ***minimum******of four*** *summative evaluation measures, and those measures should include a variety of evaluation methods (e.g., test, oral presentation, group project).* ***Please list all summative evaluation measures. In addition to these summative measures, a variety of formative exercises/quizzes/other assignments should be used to guide instruction and learning* *but only required to be included on the final course grade.***

*For each measure, please include a scope of the assignment: for example, if requiring a research paper, include the range of required number of words and number and types of sources; for a test, include the types and number of questions; for a presentation, include the minimum and maximum time, and so on.*

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| **Evaluation Measures:** Include each agreed upon measure and scope of that measure (see above). | **Which CCPO(s) does this evaluation measure?** |
| **Simulation Exams (10-12)**   * Problem-Based Questions * Online exams | 1-4 |
| **Application-based Exams (12-16)**   * Application based Microsoft Excel exams * Online | 1-4 |
| **Quizzes/Assignments**   * Multiple Choice and Problem Based Questions through software * Chapter/Unit assignments | 1-4 |
| **Industry Recognized Certification Exam** | 1-4 |

**FINAL COURSE GRADE**

(Calculated using the following weighted average)

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| **Evaluation Measure** | **Percentage of final grade** |
| Summative: Simulation Exams (10-12) | 20% |
| Summative: Application Based Project (12-16) | 35% |
| Formative: Quizzes/Assignments | 35% |
| Summative: Industry Recognized Certification Exam | 10% |
| TOTAL | 100% |

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| **Submitted by (Collegewide Lead):** | Chala Breen | **Date** | 6/1/2020 |
|  |  |  |  |
| **Approved by counterparts** Celeste Mozeik/Richard Rexrode | | **Date** | 6/1/2020 |
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| **Reviewed by Curriculum Committee** | | **Date** | 6/16/20 |