

Product Name **MyITLab**Course Name **Computer and Information Processing Principles, Micros in Business**Credit Hours **Four**

Key Results Students in Computer and Information Processing Principles who attempted Grader projects until they earned a score of at least 90 percent earned an average of 20 points higher on their capstone application exams.

Text

Exploring Office 2010, 2e, Robert Grauer, Mary Anne Poatsy, Michelle Hulett, Cynthia Krebs, Keith Mast, Keith Mulbery, Lynn Hogan

Implementation

Computer and Information Processing Principles is a required course for all business students. The subsequent course, Micros in Business, is required by some of the information technology programs, and its credit transfers to Walsh College, one of our major partners.

Computer and Information Processing Principles introduces students to the technology concepts and methods that knowledge workers use to organize and manage information resources. Depending on their skill levels, students either develop or enhance basic skills in Microsoft Word, Access, Excel, and PowerPoint. Micros in Business takes their knowledge to the next level, where they develop proficiency in the intermediate and advanced features of Microsoft Office.

In both courses, students are required to complete MyITLab simulation trainings and Grader projects. Students in the more advanced course are required to complete MyITLab's skill-based assessments and quizzes. In my classes, I encourage students to read the text and complete both the trainings and the quizzes prior to class. They may also take advantage of the PowerPoint presentations and audio clips. As a best practice, I suggest that students work through the trainings as many times as they need to in order to master the content.

During class time, I review the current topics and offer perspective as to why they are important. Students usually complete the skill-based assessments and Grader projects during the rest of class time, while they can use me as a resource. For my online sections, I record a short audio clip to provide direction. For each application, students take a final exam comprising Grader assessments and multiple-choice questions.

The automatic grading in MyITLab has been a lifesaver for me as an instructor. I save about five hours a week in grading time, which lets me spend my time on other important aspects of the course, including prepping, reviewing projects and assignments, answering student questions, and participating in the online discussion. As a course coordinator, by simply viewing the gradebook, I can quickly identify any sections that are not covering all of the content and assessments.

Assessments

Computer and Information Processing Principles:

30 percent	<i>Technology in Action</i> chapter tests
30 percent	Application tests, Windows and PowerPoint project
20 percent	MyITLab trainings
20 percent	MyITLab Grader projects

(Note: Students may earn 5 percent extra credit from critical thinking questions.)

Micros in Business

30 percent	MyITLab Grader projects
30 percent	Final exams (MyITLab Grader and multiple choice)
19 percent	MyITLab skill-based assessments
8.5 percent	MyITLab quizzes
7.5 percent	MyITLab trainings
5 percent	PowerPoint presentation

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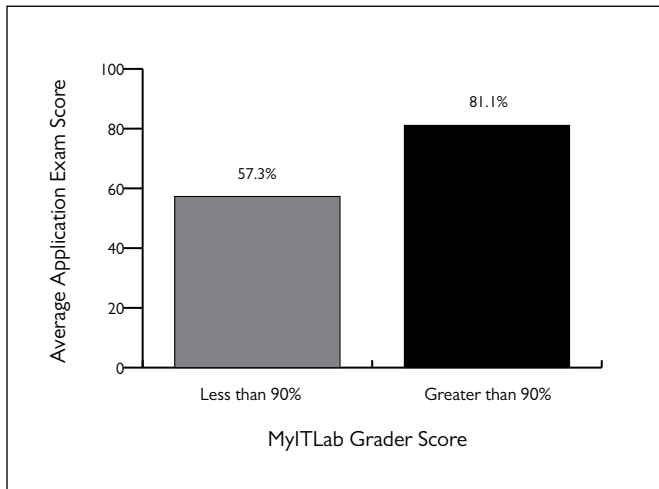


Figure 1. Comparison of Student Application Exam Scores and Grader Project Scores Less Than and Greater Than 90 Percent

Results and Data

MyITLab's Grader projects contribute significantly to both the course and the course grades. We allow students to complete their Grader projects as many times as needed to master the project, and we encourage them to continue working until they reach a score of at least 90 percent. We found that students who followed that practice scored more than 20 points higher on their capstone application exams than those who did not (figure 1).

The Student Experience

Students enter the course with differing skill levels, which this can be challenging for both them and us. MyITLab provides the kind of flexibility we need to meet and teach *all* of our students. They quickly learn how to customize their learning experience and work at a pace that suits them. During any one class time, it's not uncommon to see one student completing a training exercise while another is working on a Grader project.

Most of the students in my advanced course also used MyITLab in the introductory course. Their prior experience is a real benefit in terms of reducing their start-up time.

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Conclusion

MyITLab is not only a tremendous learning tool; it also saves time and leads to consistency of content across all course sections regardless of course duration, method of delivery, or instructor. In addition, Pearson's Faculty Advisors (faculty power users who help with training and implementation) are available for support and helpful suggestions.

*Submitted by Cheryl Sypniewski
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