

Standing Requirements

Learning Outcomes

CIS 205 COMPUTER LITERACY Outcome Set

| Outcome | |
|---|---|
| Outcome | Mapping |
| Outcome one Students will perform basic operating system functions, and accomplish simple information processing tasks with a computer such as emailing, browsing the web and using search engines. | Institutional Learning Outcomes: COMMUNICATION, CRITICAL THINKING, INFORMATION AND COMPUTER LITERACY, QUANTITATIVE REASONING |
| Outcome two Using Word Processor Students will use word processing software such as Word to create, edit and save documents and perform other basic word processing functions. Using Tables Students should be able to create, edit and remove tables within Word. They learn select row, columns, cells by means of the mouse then modify cell, column or row by the Tables tools. Using images and Charts Students learn to insert an object, picture, image or graphical drawn object by using mouse from Home tabbed ribbon. Using Home tabbed ribbon Students learn to change and modify the paragraph style by keyboard shortcut and tabbed ribbon. They learn to insert data field into mailing list by using Mailings tabbed ribbon then auto check errors on the document. | Institutional Learning Outcomes: COMMUNICATION, CRITICAL THINKING, INFORMATION AND COMPUTER LITERACY, QUANTITATIVE REASONING |
| Outcome three Students will use spreadsheet software such as excel to create, edit and modify spreadsheets with simple calculations & charts | Institutional Learning Outcomes: CRITICAL THINKING, INFORMATION AND COMPUTER LITERACY, QUANTITATIVE REASONING |
| Outcome four | Institutional Learning Outcomes: CIVIC ENGAGEMENT AND ETHICS, |

Students will learn how to use presentation software such as PowerPoint to create and modify a presentation slide show.

Outcome five

By participation exercise, students can identify and discuss problems and issues confronting individuals and society in the use of computers including the social, political, economic and ethical issues involved in their use

COMMUNICATION, CRITICAL THINKING, INFORMATION AND COMPUTER LITERACY, QUANTITATIVE REASONING

Institutional Learning Outcomes: CIVIC ENGAGEMENT AND ETHICS, COMMUNICATION, CRITICAL THINKING, CULTURAL AWARENESS

Last Modified: 10/05/2012 02:57:04 PM PST

2012-2013 Assessment Cycle

Assessment Findings

Result per Method

CIS 205 COMPUTER LITERACY Outcome Set

Outcome

Outcome one

Students will perform basic operating system functions, and accomplish simple information processing tasks with a computer such as emailing, browsing the web and using search engines.

▼ Method: Evaluation one

Description of Assessment Method (Task) : Evaluation of the students' participation in class feed back mostly on their weekly participation in which students needed to answer the questions related their internet knowledge.

Participation assignments helped students to learn more new technology in today's world.

Criteria for Success: Students uploaded files and took online tests and quizzes which helped them practice what they learnt in this class and demonstrate the use of their knowledge by selecting the correct answers.

Students were asked to update the new technology in browsers, websites, emails or open source Office.

Timeline for Implementation: quiz was given after completed each chapter.

Key Faculty/Staff: Prof. Simon Chan

Results for Evaluation one

Summary of Results: 80% of the students achieved a score of 80% or above.
The assessment was performed in Fall 2012.

Results: Acceptable Criteria for Success Achievement: Met

Reflection/Analysis of Results: 20% of students were lost track from the online course as they should motivate themselves to make it.

This Results is associated with the following Actions:

How to use Moodle

(Actions to Improve Learning; 2011-2012 Assessment Cycle)

How to use Moodle

Outcome two

Using Word Processor

Students will use word processing software such as Word to create, edit and save documents and perform other basic word processing functions.

Using Tables

Students should be able to create, edit and remove tables within Word. They learn select row, columns, cells by means of the mouse then modify cell, column or row by the Tables tools.

Using images and Charts
Students learn to insert an object, picture, image or graphical drawn object by using mouse from Home tabbed ribbon.

Using Home tabbed ribbon
Students learn to change and modify the paragraph style by keyboard shortcut and tabbed ribbon. They learn to insert data field into mailing list by using Mailings tabbed ribbon then auto check errors on the document.

▼ Method: Completion of knowledge of Word Program

Description of Assessment Method (Task) : Objective exam and short quizzes that demonstrated the knowledge and skills needed to become a professional user on Microsoft Word Program.

Youtube videos were posted the new features on Office 2010.

Criteria for Success: Students must indicate their skill on any word processing problems in different areas. The textbook gave them a template of assignments to test their skill on different scenarios.

Timeline for Implementation: Tests and quizzes were given after completed of each Chapters.

Key Faculty/Staff: Prof. Simon Chan

Results for Completion of knowledge of Word Program

Summary of Results: 80% of the students achieved a score of 80% or above.
The assessment was performed in Fall 2012.

The result was worse than last semester as some students hadn't got their textbook or software that they should come back to complete the assignment in the library or our CIS lab.

Results: Acceptable Criteria for Success Achievement: Met

Reflection/Analysis of Results: I suggested if we can carry 3 or 4 textbooks in our current courses which definite helped student's achievement.

This Results is associated with the following Actions:

Understanding Word Program

(Actions to Improve Learning; 2011-2012 Assessment Cycle)

Outcome three

Students will use spreadsheet software such as excel to create, edit and modify spreadsheets with simple calculations & charts

▼ Method: Analysis of creation of a spreadsheet

Description of Assessment Method (Task) : Students were given a list of data, short calculation, function evaluation and chart related to the Excel Application.

Participation exercise was encouraging students to learn new feature of Excel online.

Criteria for Success: Students abled to describe and apply all given data into a spreadsheet by study skills techniques

Timeline for Implementation: Tests and quizzes were given after completed a Chapter.

Key Faculty/Staff: Prof. Simon Chan

Results for Analysis of creation of a spreadsheet

Summary of Results: 10% of the students achieved a score of 90% or above.
The assessment was performed in Fall 2012.

The assignments were not due yet.

Results: Acceptable Criteria for Success Achievement: Not Met

Reflection/Analysis of Results:

This Results is associated with the following Actions:

Spreadsheet application

(Actions to Improve Learning; 2011-2012 Assessment Cycle)

Outcome four

Students will learn how to use presentation software such as PowerPoint to create and modify a presentation slide show.

▼ **Method:** Skill for Presentation

Description of Assessment Method (Task) : Evaluation of the students' skill on presentation in activities that demonstrated the responsibility of learning and utilization of resources appropriately.

some video powerpoint presentation showed on the Moodle

Criteria for Success: Students abled to demonstrate a PowerPoint presentation which professional wording and layout on the slide show.

The video posted on Moodle helps students understand the additioanl features on this Program

Timeline for Implementation: Tests and quizzes were given after completed the Chapters

Key Faculty/Staff: Prof. Simon Chan

Results for Skill for Presentation

Summary of Results: 90% achieved to completed the exercise. Most of them earn full mark on their assignments

Results: Acceptable Criteria for Success Achievement: Met

Reflection/Analysis of Results: I uploaded all useful slide file on the Moodle which helped student save time to search on the book.

This Results is associated with the following Actions:

PowerPoint presentation

(Actions to Improve Learning; 2011-2012 Assessment Cycle)

Outcome five

Students can identify and discuss problems and issues confronting individuals and society in the use of computers including the social, political, economic and ethical issues involved in their use

▼ **Method: Overall Performance**

Description of Assessment Method (Task) : Evaluation of the students' ability to combine all four Microsoft Office Programs, Word, Excel, PowerPoint and Access into a Project which demonstrated realistic progress toward identified goal.

(open-book, allowing students to use catalog, schedule, and handbook) to complete the final project.)

Criteria for Success: In homework assignments, students had an identified improvement on their skills on different programs.

Giving long time for student work on the final project, I opened the questions from the beginning of the semester.

Timeline for Implementation: A Final Project was given from the beginning of Semester.

Key Faculty/Staff: Prof. Simon Chan

Results for Overall Performance

Summary of Results: Not apply in the moment.

The assesement was performaed in fall 2012.

Results: Acceptable Criteria for Success Achievement: Not Met

Reflection/Analysis of Results:

This Results is associated with the following Actions:

New technology in the computer world

(Actions to Improve Learning; 2011-2012 Assessment Cycle)

Comments

No text specified

Last Modified: 05/20/2013 03:12:06 PM PST

Printed on: 12/05/2014 02:47:19 PM (EST)

2012-2013 Assessment Cycle

Status Report

Action Statuses

CIS 205 COMPUTER LITERACY Outcome Set

Outcome

Outcome one

Students will perform basic operating system functions, and accomplish simple information processing tasks with a computer such as emailing, browsing the web and using search engines.

▼ Action: How to use Moodle

Action details and description: Instead of using Windows, checking email, it is more important for students learning how to use Moodle. T

Implementation Plan (timeline): Spring 2013

Key/Responsible Personnel: Prof. Simon Chan

Expected outcome of this action: Students learn how to upload a file, take a quiz and post a participation notice daily on Moodle

Budget request amount: \$0.00

Priority: Medium


Status for How to use Moodle

Current Status: In Progress

Budget Status: Other

Additional Information / Next Steps: Students have problem to access Moodle as the training of using Moodle is not included into the syllabus. As this is the beginner course for computer literacy, students may have lack of experience for researching the solution from the internet. I suggest to put some useful links of instruction to help students well understanding the Moodle system.

Substantiating Evidence:

 How to use Moodle on your homework assignment (Web Link)

This link provides an introduction of uploading file on the Moodle
<http://www.youtube.com/watch?v=zhgUTYaz-Do>

Outcome two

Using Word Processor

Students will use word processing software such as Word to create, edit and save documents and perform other basic word processing functions.

Using Tables

Students should be able to create, edit and remove tables within Word. They learn select row, columns, cells by means of the mouse then modify cell, column or row by the Tables tools.

Using images and Charts
Students learn to insert an object, picture, image or graphical drawn object by using mouse from Home tabbed ribbon.

Using Home tabbed ribbon
Students learn to change and modify the paragraph style by keyboard shortcut and tabbed ribbon. They learn to insert data field into mailing list by using Mailings tabbed ribbon then auto check errors on the document.

▼ Action: Understanding Word Program

Action details and description: Word program is not a unique word processing program but there are open source, pdf, workperfect, etc that students need to know more about different type of similar programs

Implementation Plan (timeline): Spring 2013

Key/Responsible Personnel: Prof. Chan

Expected outcome of this action: They learn how to convert file into different type

Budget request amount: \$0.00

Priority: Low

Status for Understanding Word Program

Current Status: In Progress

Budget Status: Other

Additional Information / Next Steps: There are too many version of Microsoft Word in the Market but they are not completable to each other. Some students use Mac in a new version but it is not the same as the version for PC. There are also open source from Google chrome downloaded free but not accepted in our syllabus. We need to provide clear information to the rule of acceptance format of files.

Outcome three

Students will use spreadsheet software such as excel to create, edit and modify spreadsheets with simple calculations & charts

▼ Action: Spreadsheet application

Action details and description: Spreadsheet can combine with other program such as word, powerpoint to meet the needs of the business world

Implementation Plan (timeline): Spring 2013

Key/Responsible Personnel: Prof. Chan

Expected outcome of this action: A combination of a file with different programs will be earned by students

Budget request amount: \$0.00

Priority: Medium

Status for Spreadsheet application

Current Status: In Progress

Budget Status: Other

Additional Information / Next Steps: Students have the problem of using calculation or function on Excel program. They thought it is acceptable as the chat look the same on the screen. But we only accept file with formula upon request. I should point out some regulation in which type of work be acceptable on spreadsheet.

Outcome four

Students will learn how to use presentation software such as PowerPoint to create and modify a presentation slide show.

▼ **Action:** PowerPoint presentation

Action details and description: Students will not only limit to learn from the textbook but they can use any kinds of powerpoint slide from the internet to make their own creative file

Implementation Plan (timeline): Spring 2013

Key/Responsible Personnel: Prof. Chan

Expected outcome of this action: The file look more professional when they have a company logo or sound or animation on it

Budget request amount: \$0.00

Priority: Medium

Status for PowerPoint presentation

Current Status: In Progress

Budget Status: Other

Additional Information / Next Steps: Students do not understand the slide bank is not limited as Microsoft provided. They should learn a more flexible format from internet or website that they can change the background as easy as just one click!

Outcome five

By participation exercise, students can identify and discuss problems and issues confronting individuals and society in the use of computers including the social, political, economic and ethical issues involved in their use

▼ Action: New technology in the computer world

Action details and description: Instead of Microsoft Office, students will be introduced to learn popular websites, download free softwares, virus news, computer marketing and new system implementation in the market

Implementation Plan (timeline): Summer 2013

Key/Responsible Personnel: Prof. Simon Chan

Expected outcome of this action: Students will be smart as a lab tech

Budget request amount: \$0.00

Priority: Low

Status for New technology in the computer world

Current Status: In Progress

Budget Status: Other

Additional Information / Next Steps: As the syllabus of this one unit class is not covered this area, I will try that to apply this matter on the participation with credit.

Comments

No text specified

Last Modified: 04/24/2013 03:34:46 PM PST

Printed on: 12/05/2014 02:46:39 PM (EST)

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