

**Community College of Philadelphia
Computer Technologies Department
Course Level Learning Outcomes Assessment**

Course Name:	Applied Computer Technology
Course Number:	CIS 103
Semester:	Spring 2011 (201110)
CRN:	16431
Instructor:	Charles Herbert

Course Description:

This course is an exploration of modern computer technology used for communication, collaboration, problem solving, decision making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheet, and presentation software; library information systems; collaboration and social networking software; data communications and networking; and ethical issues related to computing.

Upon completion of this course students will be able to:

1. use word processing software to produce academic and professional documents, individually and working in collaboration with others.
2. use electronic spreadsheets to organize, analyze, and present data.
3. demonstrate an understanding of fundamental database concepts, and be able to use library information systems.
4. use collaboration and social networking software for academic, professional, and personal use. They will be able to create Web pages from application software documents, and share those documents with others by posting them on the Web.
5. connect personal computers to related equipment, such as printers, cell phones, PDAs (Personal Digital Assistants) and digital cameras, and to a wireless computer network in a secure manner.
6. use presentation software, such as PowerPoint, to create presentations that integrate documents and other objects from Word, Excel and the Internet.
7. demonstrate an understanding of common ethical issues related to the use of information technology systems and the handling of data, including privacy and security issues.

The chart on the following page should be completed and submitted by the instructor for each section of the course to the Department within 10 days of the end of course, along with this page.

Outcome ¹	Assessment ²	Result ³
1. use word processing software to produce academic and professional documents, individually and working in collaboration with others.	Two Word Exams using the Snap software from EMC Paradigm; Essay Assignment	91%
2. use electronic spreadsheets to organize, analyze, and present data.	Two Excel Exams using the Snap software from EMC Paradigm; Family Budget Assignment	96%
3. demonstrate an understanding of fundamental database concepts, and be able to use library information systems.	Online questions about database and library concepts; Exercise requiring students to create SQL database queries	87%
4. use collaboration and social networking software for academic, professional, and personal use; create Web pages from application software documents, and share those documents with others by posting them on the Web.	Essay markup and review collaborative assignment; Online questions about social networking sites. Web page creation assignment using Microsoft Office	91%
5. connect personal computers to related equipment, such as printers, cell phones, PDAs (Personal Digital Assistants) and digital cameras, and to a wireless computer network in a secure manner.	Online questions about data communications and networking concepts; Assignment requiring students to find and download manuals and drivers for peripheral equipment.	83%
6. use presentation software, such as PowerPoint, to create presentations that integrate documents and other objects from Word, Excel and the Internet.	PowerPoint Presentation Project	96%
7. demonstrate an understanding of common ethical issues related to the use of information technology systems and the handling of data, including privacy and security issues.	Participation in an online forum with discussions of technology ethics; student essay assignment about selected ethics topics	100%
NOTES: This was an online section of the course.		

¹Each learning outcome for the course will be listed here.

²Briefly describe how the instructor determined if each student met this outcome.

³Indicate the percentage of students completing the course who met this outcome. For example, if the outcome was assessed by an exam, indicate the percentage of the students who had a passing grade on the exam items related to this outcome; if the assessment mechanism was an assignment, indicate the percentage of students who successfully completed the assignment. Do not count students who withdrew from the course.