

Review of Performance: (CA095/P4, Fall 2013, 25) MWF
 Submitted by: Mary Nolan

| SLO# | Program SLO# | I, D, M | Reflection/Comment |
|---|--------------|---------|--|
| 1.1 Identify computer ergonomics and apply correct ways to use the computer to avoid personal injury and damage to the hardware. | | I | Unit exam, Mid-Term 17out of 25 Passed |
| 1.2 Identify the basic hardware components: <ul style="list-style-type: none"> • Monitor, • Keyboard, • Mouse, • System Unit (CPU), <ul style="list-style-type: none"> • Hard drive, • RAM, • ROM, • CD/DVD drive, • Microphone, • Speakers, • Printer, • USB flash drive, • CD/DVD, <p>in order to differentiate among components for input – processing – output and storage devices.</p> | | I | Unit exam, Mid-Term 17 out of 25 Passed |

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| <p>1.3 Name the two types of software:</p> <ul style="list-style-type: none"> • Operating system and • Application software <p>and construct examples of the operating system and application software by listing the examples under each category and describe their functions appropriately.</p> | | I | <p>Unit exam, Mid-Term</p> <p>17 out of 25 Passed</p> |
| <p>1.4 Explain Windows desktop Icons environments: file, folders, programs and perform basic file management on desktop or USB flash drive by creating, naming, renaming, and deleting files or folders in order to find or locate files/ folders effectively.</p> | | I | <p>Unit exam, Mid-Term</p> <p>17 out of 25 Passed</p> |
| <p>1.5 Explain the internet and the world wide web in order to communicate and find information electronically by using Mozilla Firefox or Internet explorer, search engines, and COM-FSM Web mail.</p> | | I | <p>Hands-on exercises and Projects</p> <p>23 out of 25 Passed</p> |
| <p>2.1 Construct professional looking documents using MS Word features properly:</p> <ul style="list-style-type: none"> • Selecting the correct ribbon • Opening and saving an existing document • Inserting, deleting, and selecting text • Checking spelling and grammar and using the thesaurus • Previewing and printing a document • Creating and saving a new document • Creating list | | D | <p>Quizzes, Projects, Assignments and Mid-Term</p> <p>19 out of 25 Passed</p> |

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| <ul style="list-style-type: none"> • Changing document margins and setups (orientation or portrait) • Applying paragraph and character formatting with proofreader's mark • Finding and replacing text • Selecting similarly formatted text with painting formats • Moving and duplicating text • Inserting page breaks, section break, and page numbers • Inserting header and footer, footnotes • Creating and formatting a table and a report cover page • Citing Sources • Creating a Personal-Business Letter • Creating letter with envelope and return address • Adding bullets and numbered list with special text effects • Inserting clip art, text boxes and page border. • Adding footnotes | | | |
| <p>3.1 Construct professional looking spreadsheet by using the following features in MS Excel:</p> <ul style="list-style-type: none"> • Opening, renaming, and saving a workbook • Moving around the worksheet and selecting in a worksheet • Entering text and numbers • Formatting a worksheet • Sorting data | | D | <p>Quizzes, Projects, Assignments and Mid-Term</p> <p>18 out of 25 Passed</p> |

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| <ul style="list-style-type: none"> • Previewing and changing page setup option in a spreadsheet • Filing range with a numbers • Editing data • Filtering, copying, and pasting data • Entering formula and using the SUM, MIN, MAX, and AVERAGE functions • Using the LOOKUP, TODAY, and NOW functions • Adding and removing temporary subtotals • Adding borders, fill colors and indenting cell • Entering budget formulas • Use round function • Perform a what-if analysis • Creating and formatting chart • Adding text box <p>Creating a linking formula</p> | | | |
| <p>4.1 Create and deliver professional looking slide show with multiple slides exercising the use of the following features in MS PowerPoint:</p> <ul style="list-style-type: none"> • Creating, naming, and saving a new presentation • Adding and editing slide text • Inserting new slides • Applying theme • Navigating slides and running a slide show • Previewing and printing a presentation • Applying a customized theme • Inserting and resizing clipart • Drawing text boxes and shapes • Grouping, Distributing, and aligning slide object | | M | <p>Hands-on Project and Presentation</p> <p>21 out of 25 Passed</p> |

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| <ul style="list-style-type: none"> • Deleting and repositioning slides • Applying theme from other presentation • Working with slide master and slide footer • Adding video and audio to slides • Adding transition effects and setting up a slide show • Creating and modifying graphics • Inserting picture as the slide background • Applying customized animation effects and using slide show controls • Grouping and ungrouping formatting worksheet and copy and paste from excel into PowerPoint • Creating text and action button hyperlinks <p>Adding speaker notes.</p> | | | |
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Additional observations: (recommendations that might involve more than one division, or wider approval than the instructor making changes in the course. Ex: Making the course writing intensive. This is not a college policy as yet.

Special comments: explanations on course grading, opportunities to achieve outcomes, how many students receive an A, B, C, etc.

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| A | 2 |
| B | 9 |
| C | 10 |
| D | 3 |
| F | 1 |
| Total | 25 |

Recommendations: any changes needed to improve student learning

Signature: Mary Nolan

Date:12/13/2013

Name typed, position

Please check which of the following were assessed in this course:

Institutional Learning Outcomes:

COM-FSM graduates will demonstrate that they can:

- a. communicate effectively
- b. employ critical thinking [*& problem solving*]
- c. possess specific knowledge and skills in a major discipline or professional program of study
- d. take responsibility and develop skills for learning
- e. interact responsibly with people, cultures, and their environment