

BSICKL 025CE BASIC SKILLS IN COMPUTERS

STUDENT LEARNING OUTCOME

SLO#1: Upon successful completion of this course, students will be able to create a Word document and show ability to use basic formatting techniques including bold, italics, underline, and font size and font type. Students will be able to successfully save and print the document.

ILO: Critical Thinking

SLO GRADING RUBRIC

Since this is a Non-Credit Course, no letter grades are issued. However, progress indicators Pass (P), Satisfactory Progress (SP), and No Pass (NP) will be assigned to students taking this class.

Pass (P)	80% - 100%
Satisfactory Pass (SP)	60% - 79%
No Pass (NP)	59% and below

SLO being assessed:	Pass	Satisfactory Pass	No Pass
Upon successful completion of this course, student will be able to create a Word document and show ability to use basic formatting techniques including bold, italics, underline, and font size and font type. Student will be able to successfully save and print the document.	80 – 100% Student was successful in completing the assignment and using all the basic formatting techniques. The document was successfully saved and printed without instructor assistance.	60 – 79% Student was successful in completing at least 70% of the assignment. Some of the formatting techniques were used. The instructor's assistance was needed to save and print the document.	59% & below Student was unable to successfully complete the assignment. The student needs more practice to ensure ability to successfully accomplish the assignment.

STUDENT LEARNING OUTCOME

SLO#2: Upon successful completion of this course, students will be able to utilize electronic mail (email) as a form of communication to send an email message.

ILO: Critical Thinking

SLO GRADING RUBRIC

Since this is a Non-Credit Course, no letter grades are issued. However, progress indicators Pass (P), Satisfactory Progress (SP), and No Pass (NP) will be assigned to students taking this class.

Pass (P)	80% - 100%
Satisfactory Pass (SP)	60% - 79%
No Pass (NP)	59% and below

SLO being assessed:	Pass	Satisfactory Pass	No Pass
Utilize electronic mail (email) as a form of communication to send and receive messages.	Student was successful in logging into his/her email account, and selecting an address, creating a subject line, composing an email, and sending it to the recipient.	Student needed assistance to log into his/her email account. Student was able to select an address. Instructor assistance was need in creating a subject line, composing an email, and sending it to the recipient.	Student was unable to successfully complete the assignment. The student needs more practice to ensure ability to successfully accomplish the assignment.

STUDENT LEARNING OUTCOME

SLO#3: Upon successful completion of this course, students will be able to set up an event on an electronic calendar application and share and invite other members to the event. Student will also show ability to accept or decline a shared event.

ILO: Critical Thinking

SLO GRADING RUBRIC

Since this is a Non-Credit Course, no letter grades are issued. However, progress indicators Pass (P), Satisfactory Progress (SP), and No Pass (NP) will be assigned to students taking this class.

Pass (P) *80% - 100%*
Satisfactory Pass (SP) *60% - 79%*
No Pass (NP) *59% and below*

SLO being assessed:	Pass	Satisfactory Pass	No Pass
Set up an event on an electronic calendar application and share and invite other members to the event. Student will also show ability to accept or decline a shared event.	Student was successful setting up the event and sharing the event with other members of the class. Student was also successful in accepting or declining a shared event. Student was able to complete the assignment on his/her own without instructor assistance.	Student was able to set up the event and share the event with other members; however, s/he was not able to complete the assignment without instructor assistance. Student was successful in accepting/declining a shared event with some assistance .	Student was unable to successfully complete the assignment. The student needs more practice to ensure ability to successfully accomplish the assignment.