



# ALAMO COLLEGES

PALO ALTO COLLEGE

## CIS Personal Computer Skills Level I Certificate

Career and Technical Education Degrees and Certificates

#1	<p>CIS Personal Computer Skills Level I Certificate Student Learning Outcomes</p> <p>Students will demonstrate specific skills in operating systems and business productivity software suites.</p>
	<p>Courses in the degree plan that address this outcome</p> <p>ITSC 1309 - Integrated Software Applications</p> <p>Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Basic computer skills are required.</p>
	<p>Assessment Measure for this Outcome</p> <p>All lab assignments and exams for the ITSC 1309 course</p>
	<p>Achievement Target for this Measure</p> <p>70% of students will achieve a passing score on all the lab assignments and exams for the ITSC 1309.</p>
	<p>Findings</p> <p>Fall 2010</p> <p>71% of students achieved a passing score on all the lab assignments.</p> <p>72% of students achieved a passing score on all the exams.</p>
	<p>Related Action Plans</p> <ul style="list-style-type: none"><li>• Develop a rubric for assessing the lab assignments.</li><li>• Develop a test blue print for the exams.</li><li>• Early Alert and Gateway to College Alerts are strictly followed starting Spring 2009.</li><li>• Offer an on-campus class to accommodate the students whose learning styles do not respond well to on-line classes.</li></ul>
#2	<p>CIS Personal Computer Skills Level I Certificate Student Learning Outcome</p> <p>Demonstrate advanced level of skills of computer applications from business productivity software suites.</p>
	<p>Courses in the degree plan that address this outcome</p>



PALO ALTO COLLEGE

	<p>ITSC 2321 - Integrated Software Applications II</p> <p>Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.</p>
	<p>Assessment Measure for this Outcome</p> <p>All lab assignments and exams for the ITSC 2321 course</p>
	<p>Achievement Target for this Measure</p> <p>70% of students will achieve a passing score on all the lab assignments and exams for the ITSC 2321.</p>
	<p>Findings</p> <p>Fall 2010 87% of students achieved a passing score on all the lab assignments. 87% of students achieved a passing score on all the exams.</p>
	<p>Related Action Plans</p> <ul style="list-style-type: none"><li>• Develop a rubric for assessing the lab assignments</li><li>• Develop a test blue print for the final</li><li>• Early Alert and Gateway to College Alerts are strictly followed starting Spring 2009</li><li>• Offer an on-campus class to accommodate the students whose learning styles do not respond well to on-line classes.</li></ul>
#3	<p>Personal Computer Skills Level I Certificate Student Learning Outcome for the Capstone course ITSW2337</p> <p>Demonstrate advanced database skills.</p>
	<p>Courses in the certificate plan that address this outcome</p> <p>ITSW 2337 - Advanced Database Advanced concepts of database design and functionality.</p>
	<p>Assessment Measure for this Outcome</p> <p>Database assignments and the final for the ITSW 2337</p>
	<p>Achievement Target for this Measure</p> <p>70% of assessed students will pass on all database assignments and the final in ITSW 2337.</p>



# ALAMO COLLEGES

## PALO ALTO COLLEGE

	<p>Findings</p> <p>Fall 2010</p> <p>100% of students achieved a passing score on all the lab assignments.</p> <p>100% of students achieved a passing score on the final.</p>
	<p>Related Action Plans</p> <ul style="list-style-type: none"><li>• Develop a rubric to assess the data base assignment</li><li>• Develop a test blue print for the final</li><li>• Early Alert and Gateway to College Alerts are strictly followed starting Spring 2009</li><li>• Strict enforcement of prerequisites</li></ul>