Course Title: IST 100 Computer Basics

Course Leader: Trudy Gift (resigned in Dec 2018); Bonnie Errico, Instructor completed this COG, Karen Weil-Yates reviewed (Lead instructor for CSS/NetAdmin); course offerd in FA18 only

Expected Learning Outcomes for Course

- Student will be able to navigate a computer desktop.
- Student will be able to do basic file management.
- Student will be able to send, retrieve, and maintain e-mail.
- Student will be familiar with popular productivity software applications (Microsoft Office 2016).

Assessment
(How do students demonstrate achievement of these outcomes?)

Students do instructor-led, hands-on classroom work to become familiar with the computer and applications. There are online quizzes and homework assignments to gauge their understanding of the lessons. Students take a final that is made up of a paper test and computer work

Validation
(What methods are used to validate your assessment?)

Being able to watch a student apply their critical thinking skills, ensures they are learning. They demonstrate they can physically accomplish the outcomes.

Results
(What does the data show?)

The students that practice at home and do not depend solely on the training in class, learn the most. The hands-on approach is the best approach. If students could learn by reading, they would not sign for this course.

The dropout rate is average (20-25%) because students that do not practice tend to get frustrated as the class moves on to other topics.

IST 100 SLOA data				
Semester	# students	Average Exam Score	# Pass	# Fail/Not complete
SP18				
SU18	2	98	1	1
FA18	4	72	1	3

Follow-up
(How have you used the data to improve student learning?)

The final exam is based directly on the hands-on, in-class work. Most students do well on the final because the information they need is reiterated many times throughout the class on their daily classwork.

Budget Justification
(What resources are necessary to improve student learning?)
No software is needed as we are using the current operating system (Windows 10).