

OUTCOMES-BASED LEARNING MATRIX

Course: CTIM104 – Intermediate Windows (1 credit, 15 hours)

Department: Computer Technology and Information Management

Description: This course is designed as a practical, step-by-step introduction to beginning concepts of the Microsoft Windows operating system. Students learn how to use the Windows desktop, manage documents, work with the documents library, and create shortcuts. In addition, students will be thoroughly versed in file and folder management and Windows accessories programs. Students will also learn how to customize their work environment and to use the control panel.

While completing the table below, remember that the individual outcomes you list in the first column should answer this question: **What must the learner know and be able to do at the end of the course?** Items in the third column should answer the question: **How do we know?** The second column is where teachers can be most creative; it's for pedagogy. Each rectangle in column one should contain just one outcome; the corresponding rectangles in columns two and three, however, may contain more than one item. Using the code at the end of the matrix, indicate the core competencies being strengthened by the outcomes activities and the assessment tools.

*COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
At the conclusion of this course, the student will be able to use the more advanced features of the Windows operating system. The student should be able to: <ul style="list-style-type: none"> • use personal information management and communication features (calendar, E-Mail, etc.) • personalize the user's work environment • customize one's computer 	1. review the Windows 7 desktop and file/folder management (CCT) 2. use Windows 7 for personal information management and communication (CCT, WC) 3. personalize the desktop, taskbar, toolbars, notification area, and start (CCT, WC) 4. customize the computer using the control panel including system and security features,	1. quiz/test on terminology and content (CCT, WC) 2. demonstrate to instructor (CCT) 3. hands-on application assignments completed in-class and out-of-class) (CCT) 4. hands-on application test completed in class or online (CCT, WC)

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<ul style="list-style-type: none"> • using the control panel • use advanced file search techniques • use digital pictures, music, and video • maintain one's computer 	<p>hardware, sound, install/uninstall programs, create accounts, date/time, and accessibility options (CCT, WC)</p> <ol style="list-style-type: none"> 5. use advanced file searching techniques (CCT) 6. maneuver digital pictures, video, and music (CCT) 7. backup and restore files (CCT) 8. run performance features (disk cleanup, defragmenter) (CCT) 	
<p>*Try to express an outcome as an infinitive phrase that concludes this sentence: At the end of the course, the students should be able to . . . Finding the line between too general and too specific can be difficult. In an English Composition course, for instance, it is probably too general to say, "The student should be able to write effective essays." It is probably too specific to say, "The student should be able to write an introductory paragraph of at least 50 words, containing an attention-getting device, an announcement of the narrowed topic, and an explicit thesis sentence." just right might read, "The student will write introductions that gather attention and focus the essay."</p> <p>** Indicate the Core Competencies that apply to the outcomes activities and assessment tools: critical and creative thinking (CCT); oral communications (OC); quantitative literacy (QL); information literacy (IL); written communication (WC); civic engagement (CE); integrative learning (IG); global learning (GL).</p>		