OUTCOMES BASED LEARNING MATRIX

Course: CTIM101 – Beginning Windows (1 credit, 15 hours)
Department: Computer Technology and Information Management

Course 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	COURSE ACTIVITIES	ASSESSMENT TOOLS
At the end of this course the student will be able to use the Windows environment. The student will have the knowledge to learn and to use other Windows programs. The student should be able to: ▪ understand computer concepts, hardware, software ▪ log on/off ▪ use user ids	1. identify and describe the terminology of Windows and the desktop (CCT, OC) 2. use the computer as a tool (CCT) 3. use the WordPad and NotePad features to produce documents (CCT, QL) 4. retrieve saved files (CCT) 5. print files (CCT, QL) 6. create tasks in the accessories	1. quiz/test on terminology and content (CCT, OC) 2. demonstrate to instructor (OC, CCT) 3. hands-on application assignments completed in-class and out-of-class (CCT, QL) 4. hands-on application test completed in class (CCT, QL)

Approved by CTIM Department: September 2015

▪ use the mouse ▪ use special keyboard features ▪ identify desktop and window elements ▪ operate/close windows ▪ minimize/maximize ▪ restore and work with menus control window size/display ▪ use start menu ▪ use the taskbar ▪ set time/date ▪ open accessories ▪ control multiple windows ▪ use wordpad/notepad basics ▪ enter and edit text ▪ use the clipboard ▪ use paint basics ▪ copy/paste application ▪ work with My Computer ▪ work with the Documents Library ▪ save/retrieve files ▪ use save/save as ▪ know versions of software ▪ use dialog boxes ▪ use help ▪ create shortcuts ▪ use the recycle bin	programs (CCT, QL) 7. use multiple windows to display information (CCT, QL) 8. use the Paint program to enhance a document (CCT, QL)	

*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."

** 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).