

Oglala Lakota College

General Education Philosophy and Learning Outcomes

Goal Four

Students Will Utilize Technology in Learning, Problem Solving, and Communication

The First Iteration of a Dynamic Document

25 February 2005

General Education Philosophy and Outcome Goals

Wolakolkiciyapi, *Learning the Lakota Way of Life in Community*, and the general education core of Oglala Lakota College provide opportunities for students to acquire and apply the skills and tools to demonstrate and gain knowledge. Students will become effective life-long learners and healthy contributing members of their diverse local and global communities

Oglala Lakota College is committed to providing the opportunity for students to acquire the skills and knowledge necessary to appreciate and understand:

- ◆ The historical and contemporary contexts of multi-cultural and cross-cultural diversity that shape human societies, politics, cultures and their interrelatedness.
- ◆ The physical/natural world, as well as the scientific, mathematical and indigenous concepts, theories, principles and resources, that help explain the world.
- ◆ The intellectual, cultural and artistic achievements of the Lakota and other cultures of the world.
- ◆ The principles of wellness for living a healthy life: physically, emotionally and spiritually.
- ◆ The impact of modern technology on our lives, societies and environments.
- ◆ The development of a personal value system, based on Lakota perspectives and globally-accepted moral and ethical principles.

General Education Learning Outcome Goals

Goal Four: Students will utilize technology in learning, problem solving, and communication.

As a result of taking courses related to this goal, students will:

- ◆ Produce documents using word processing software.
- ◆ Communicate with others via computers.
- ◆ Analyze numerical information using appropriate software.
- ◆ Locate needed information using computer platforms.

Planning, Implementation and Reporting: Planning and Implementation and reporting of Goal Four is a five step process.

- ◆ **Step One:** The determination of appropriate information/computer literacy skills

Determination of information/computer literacy skills were determined by a three fold process. 1) Evaluation of current course content outcomes. 2) Standardized office skills standards. The Microsoft MOUS and the Professional Development Institute (www.icc.edu/pdi) resources were used to determine these skill sets. 3) A survey of faculty and department chairs to determine specific knowledge and skills needed to successfully complete subsequent college courses at Oglala Lakota College.¹

- ◆ **Step Two:** The determination of the appropriate venue to present computer/literacy knowledge and skills to students.

Students will acquire necessary computer user and information literacy knowledge and skills by taking a college core course, CSc 113 Applied Information Processing.

- ◆ **Step Three:** The determination of the appropriate venue for the assessment of appropriate student learning outcomes.

¹ For skill sets see appendix one

Assessment of acquired necessary information/computer literacy knowledge and skills through a required assessment at the end of the Applied Information Processing course.

This assessment will be required of all or selected class sections at the end of each academic semester. Each of these assessment instruments and scoring rubrics² will be locally developed.

This assessment will be divided into two parts. First, is a skills demonstration on the computer in which the student will be asked to perform specific skills and send the documents via email to a central repository.

Second, is a knowledge based multiple choice test that will be administered either through the OLC network or via the web.

- ◆ **Step Four:** The determination of the appropriate venue for the reinforcement and use of student learning outcomes.

Students will achieve reinforcement of necessary computer user and information literacy knowledge and skills through subsequent courses as required by individual degree programs. Assessment criteria and procedures to be determined later.

- ◆ **Step Five:** The determination the appropriate venue for the reporting and feedback loop of assessment findings

At the end of each semester the assessment will be tabulated and the results compiled into a document to be sent to the Applied Science Department and the Department of Institutional Assessment where it will be published for distribution.

These data and findings will then be fed back into Step One for evaluation and continuous program improvement.

2 For scoring rubrics see appendix two

Appendix One

Information/Computer Literacy Skill Sets

Windows Operating System:

Using Windows, Views and Toolbars

- Using views and toolbars
- Hiding and displaying a window toolbar
- Changing views in a window
- Sorting the Details View
- Using the Back and Forward buttons
- Scrolling a window
- Arranging icons

Working with Multiple Windows

- Switching between open windows
- Showing the desktop
- Cascading open windows
- Tiling open windows

Organizing Files and Folders

- Working with My Computer
- Navigating folders
- Creating a new folder
- Selecting multiple items
- Copying/moving files and folders
- Renaming files and folders
- Deleting files and folders
- Using Undo
- Creating shortcuts to files or folders
- Sending a shortcut to the desktop
- Using the Folders list
- Using Windows Explorer

Searching for Files and Folders

- Using the Search Companion
- Searching for files/folders
- Clearing a search
- Using search options
- Searching for media files

Working with Storage Devices

- Formatting a diskette
- Sending files to diskette

Managing Users and Shutting Down

- Switching users
- Logging off your computer
- Shut down your computer

Word Processing:

Inserting and Modifying Text

- Insert, modify, and move text and symbols
- Apply and modify text formats
- Correct spelling and grammar usage
- Apply font and text effects
- Enter and format Date and Time
- Apply character styles

Creating and Modifying Paragraphs

- Modify paragraph formats
- Set and modify tabs
- Apply bullet, outline, and numbering format to paragraphs
- Apply paragraph styles

Formatting Documents

- Create and modify a header and footer
- Apply and modify column settings
- Modify document layout and Page Setup options
- Create and modify tables
- Preview and Print documents

Managing Documents

- Manage files and folders for documents
- Save documents using different names and file formats and locations

Working with Graphics

- Insert images and graphics
- Create and modify diagrams and charts

Spreadsheet:

Working with Cells and Cell Data

- Insert, delete and move cells
- Enter and edit cell data including text, numbers, and formulas
- Check spelling
- Find and replace cell data and formats

Managing Workbooks

- Manage workbook files and folders
- Create workbooks using templates
- Save workbooks using different names and file formats and locations

Formatting and Printing Worksheets

- Apply and modify cell formats
- Modify row and column settings
- Modify row and column formats
- Use automated tools to format worksheets
- Modify Page Setup options for worksheets
- Preview and print worksheets and workbooks

Modifying Workbooks

- Insert and delete worksheets
- Modify worksheet names and positions

Creating and Revising Formulas

- Create and revise formulas
- Use statistical, date and time, financial, and logical functions in formulas

Creating and Modifying Graphics

- Create, modify, position, and print charts
- Create, modify, and position graphics

Presentation:

Creating a Presentation

- Create presentations (manually and using automated tools)
- Add slides to and delete slides from presentations

Inserting and Modifying Text

- Import text from Word
- Insert, format, and modify text

Inserting and Modifying Visual Elements

- Add tables, charts, clip art, and bitmap images to slides
- Add OfficeArt elements to slides
- Apply custom formats to tables

Modifying Presentation Formats

- Apply formats to presentations
- Apply animation schemes
- Apply slide transitions
- Customize slide formats
- Customize slide templates
- Rearrange slides
- Modify slide layout
- Add links to a presentation

Printing Presentations

- Preview and print slides, outlines, handouts, and speaker notes

Working with Data from Other Sources

- Export a presentation as an outline

Managing and Delivering Presentations

- Set up slide shows
- Deliver presentations
- Manage files and folders for presentations
- Work with embedded fonts

Internet:

Navigate the Internet

- Launch the web browser.
- Locate sites by address (URL).
- Navigate web pages.
- Save a web page to the local disk
- Create and organize bookmarks.

Create a Topical Search

- Locate and use a search engine
- Create a search by topic
- Create a delimited search by topic

Evaluate Web Content for Validity

- Five criteria

Online Course Content:

Navigate Moodle

- Launch Moodle
- Locate sites using the Main Menu
- Print a page to the printer
- Save a file to a local drive

On line testing

- Take on line test
- Check grades on line

On line Discussion Board

- Create a discussion board posting
- Reply to a discussion board posting
- Read discussion board posting

Submitting Homework

- Submit homework via Moodle

E-mail:

Creating and Viewing Messages

- Display and print messages
- Compose and send messages to corporate/workgroup and Internet addresses
- Insert signatures and attachments

Managing Messages

- Move messages between folders
- Search for messages
- Save messages in alternate file formats
- Use categories to manage messages
- Set message options

Creating and Managing Contacts

- Create and edit contacts
- Organize and sort contacts
- Link contacts to activities and journal entries

Appendix Two

Scoring Rubric for Computer Based Skills Demonstration

<p>NAME _____ TERM _____</p> <p>CENTER _____ INSTRUCTOR _____</p> <p>DIRECTIONS: Evaluate this person by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect employability readiness.</p> <p>RATING SCALE: S Skilled -- Can work independently with no supervision M Moderately Skilled -- Can perform job completely with limited supervision L Limited Skill -- Requires instruction and close supervision N No exposure -- no experience or knowledge in this area</p>	<h2 style="margin: 0;">MIS 113 Applied Information Processing Course Skills/Task Competency List</h2> <p style="font-size: 1.2em; margin: 10px 0;">Total Hours Enrolled _____ Total Hours Completed _____</p> <p style="font-size: 1.2em; margin: 10px 0;">COMPLETION OF COURSE COMPETENCIES</p> <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p style="font-size: 1.2em; margin: 10px 0;">Date _____ Instructor _____</p> <p style="font-style: italic; margin: 10px 0;">I Certify that this student has obtained the indicated competencies.</p>
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Windows Operating System

Using Windows, Views and Toolbars

- N L M S Use views and toolbars
- N L M S Scroll a window

Working with Multiple Windows

- N L M S Switch between open windows

Organizing Files and Folders

- N L M S Copy/move files and folders
- N L M S Create a new folder
- N L M S Work with My Computer

Searching for Files and Folders

- N L M S Search for files/folders

Working with Storage Devices

- N L M S Send files to diskette
- N L M S Format a diskette

Managing Users and Shutting Down

- N L M S Log off your computer
- N L M S Shut down your computer
- N L M S Switch users

Word Processing

Inserting and Modifying Text

- N L M S Insert, modify, and move text and symbols
- N L M S Correct spelling and grammar usage

Creating and Modifying Paragraphs

- N L M S Modify paragraph formats

- N L M S Apply bullet, outline, and numbering to paragraph

Formatting Documents

- N L M S Create and modify a header and footer
- N L M S Modify document layout and Page Setup options
- N L M S Preview and Print documents

Managing Documents

- N L M S Manage files and folders for documents
- N L M S Save docs using different names, file formats, locations

Working with Graphics

- N L M S Create and modify diagrams and charts
- N L M S Insert images and graphics

Spreadsheet

Working with Cells and Cell Data

- N L M S Enter/edit cell data - text, numbers, and formulas
- N L M S Insert, delete and move cells

Formatting and Printing Worksheet

- N L M S Apply and modify cell formats
- N L M S Modify row and column settings
- N L M S Modify row and column formats
- N L M S Preview and print worksheets and workbooks

Modifying Workbook

- N L M S Insert and delete worksheets
- N L M S Modify worksheet names and positions

Creating and Revising Formulas

- N L M S Create and revise formulas

Creating and Modifying Graphics

- N L M S Create, modify, position, and print charts
- N L M S Create, modify, and position graphics

Presentation

Creating a Presentation

- N L M S Create presentations
- N L M S Add slides to and delete slides from presentations

Inserting and Modifying Text

- N L M S Insert, format, and modify text
- N L M S Import text from Word

Inserting and Modifying Visual Elements

- N L M S Add tables, charts, clip art, and bitmap images to slides

Modifying Presentation Formats

- N L M S Apply formats to presentations
- N L M S Rearrange slides

Printing Presentations

- N L M S Preview and print slides,
- N L M S Preview and print handouts

Working with Data from Other Sources

N L M S Export a presentation as an outline

Managing and Delivering Presentations

N L M S Set up slide shows

N L M S Deliver presentations

Internet

Navigate the Internet

N L M S Launch the web browser.

N L M S Locate sites by address (URL).

N L M S Navigate web pages.

N L M S Create and organize bookmarks

Create a Topical Search

N L M S Locate and use a search engine

Evaluate Web Content for Validity

N L M S Accuracy of a Web page

N L M S Locate and use a search engine

On-Line Content Manager

Navigate software such as Moodle

N L M S Launch Mooodle

N L M S Locate sites using the Main Menu

On line testing

N L M S Take on line test

N L M S Check grades on line

On line Discussion Board

N L M S Create a discussion board posting

N L M S Reply to a discussion board posting

Submitting Homework

N L M S Submit homework via E-mail

N L M S Submit homework via Moodle

E-mail

Creating and Viewing Messages

N L M S Compose/send messages to addresses and groups

N L M S Insert attachments

N L M S Display and print messages

Managing Messages

N L M S Save messages in alternate file formats

Creating and Managing Contacts

N L M S Create and edit contacts