



# Course Outcomes Form Northwest Indian College

All hand-outs are posted on the faculty website at [ww2.nwic.edu/faculty](http://ww2.nwic.edu/faculty) (follow the Assessment link)

Before completing this form, please refer to the *Instructions for Completing the Course Outcomes Form*. Please submit this form electronically to Shidon Aflatooni at [safalatooni@nwic.edu](mailto:safalatooni@nwic.edu).

Last date this form was updated or edited	9/12/07
Course Number (e.g., ENGL 101)	CMPS 105
Course Name (e.g., English Composition I)	Software I
List all instructor(s) who participated in creating and approved these course outcomes (please consult with at least one other person)	Gary Brandt
List the main textbooks, readings or other resources used in this course (including title, year and publisher)	<u>Learn to Diagram with Visio 2002</u> , Ralph Grabowski ISBN 1-55622-709-4
	(Optional, supplied by instructor) <u>Microsoft Office 2000, Introductory Course</u> , Pasewark & Pasewark, ISBN 0-538-68825-4
	<u>Microsoft Office 2003, Level 1</u> , Fox, M. / Metzelaar, L. / Bird, L. / Mulbery, K. / Toliver, P.

A. **NWIC outcomes:** From the *List of NWIC Outcomes*, select the most important outcomes you assess in this course (at least one NWIC outcome must be chosen- **maximum of four**).

NWIC outcome # (e.g., “Written communication: 2a. write standard English”)	Instructional Activities: How will students master this outcome? (e.g., solving problems, group activity)	Assessment/Evaluation Strategies: How will you measure this outcome? (e.g., student presentations, essays)
Written Communication 1. Students will be able to write in standard English 2. Write a technical paper using various credible sources	1. Choose a topic from a provided list 2. Submit a rough draft following the report guidelines 3. Submit a corrected final draft	1. Format follows guidelines 2. References cited properly 3. Spelling and grammar meet acceptable standards

**B. Course outcomes:** In order of priority, list the most important other learning outcomes for this course that you assess (a maximum of 10).

<b>Other course outcomes:</b> <b>Complete the sentence –</b> <b>As a result of this course,</b> <b>students will be able to...</b>	<b>Instructional Activities: How</b> <b>will students master this</b> <b>outcome? (e.g., solving</b> <b>problems, group activity)</b>	<b>Assessment / Evaluation Strategies:</b> <b>How will you measure this</b> <b>outcome? (e.g., student</b> <b>presentations, essays)</b>
Demonstrate PowerPoint Basics.	Textbook guided tutorials Projects	Student Presentations
Enhance a PowerPoint presentation.	Textbook guided tutorials Projects	Student Presentation
Work with PowerPoint Visual Elements.	Textbook guided tutorials Projects	Student Presentations
Demonstrate Visio Basics.	Textbook guided tutorials Projects	Student Presentations
Create a map, calendar, business form, flowchart, organization chart, network diagram, and an office layout.	Textbook guided tutorials Projects	Student Presentations

**C. Please list the NWIC outcomes and course outcomes from above on your syllabus.**

**D. Please assess the NWIC outcomes and course outcomes, which are listed above, in your classes.**