Before completing this form, please refer to the *Instructions for Completing the Course Outcomes Form.* Please submit this form electronically to Shidon Aflatooni at saflatooni@nwic.edu.

Last date this form was updated or edited	12/4/2007
Course Number (e.g., ENGL 101)	CMPS 177
Course Name (e.g., English Composition I)	Microsoft Office II
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)	Microsoft Office Access 2003, Pasewark and Pasewark, Cable, ISBN: 0-619-18355-1

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).

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	3. Choose a topic from a provided list 4. Submit a rough draft following the report guidelines 5. Submit a corrected final draft	1. Format follows guidelines 2. References cited properly 3. Spelling and grammar meet acceptable standards

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Updated February 13, 2006
Created by Anne Marie Karlberg (please email amkarlberg@nwic.edu with questions or ideas)

B. Course outcomes: In order of priority, list the _most_ important other learning outcomes for this course that you **assess** (a maximum of 8).

Other course outcomes: Complete the sentence – As a result of this course, students will be able to…	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)
Describe a database	Readings, lecture, hands-on exercises	Projects, quiz, working database
Create tables	Readings, lecture, hands-on exercises	Projects, quiz, working database
Create a relational database	Readings, lecture, hands-on exercises	Projects, quiz, working database
Build and use queries	Readings, lecture, hands-on exercises	Projects, quiz, working database
Analyze and order data	Readings, lecture, hands-on exercises	Projects, quiz, working database
Create forms	Readings, lecture, hands-on exercises	Projects, quiz, working database
Create reports	Readings, lecture, hands-on exercises	Projects, quiz, working database
Use management tools	Readings, lecture, hands-on exercises	Projects, quiz, working database

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