Course Title & Number: ___CSA 105_____

Competency Area: <mark>CONTINUING LEARNING / INFORMATION LITERACY</mark> (Goal: Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.)

Faculty submitting the Learning Outcomes: _____Sandra Eddy_____   **Date**: _____3/18/13_____

[**Instructions:** *Please match the Learning Outcomes in the left hand column to those of the course you are submitting for Gen Ed approval. List the corresponding course outcomes in the right hand column to indicate a match*.]

BOR TAP's Learning Outcomes	Corresponding Outcomes for Course Named Above
1. Demonstrate competency in using current, relevant technologies to solve problems, complete projects, and make informed decisions.	• Identify key concepts and terminology of relevant productivity technologies. • Use current, relevant productivity tools and technologies to solve problems and enhance decision-making. • Demonstrate competency in computer technology in the following eight areas: 1. Computer Operation Basics; 2. Word Processing; 3. Presentation Software; 4. Spreadsheets; 5. Databases; 6. Graphics and Multimedia; 7. Internet - Web Basics; 8. Electronic Communications.
2. Access, navigate, identify and evaluate information that is appropriate for their need(s) and audience(s).	• Plan, create and modify presentations with the understanding of common business and educational requirements appropriate to the need(s) of the audience. • Use commands and skills to generate proper professional and academic documents. • Show evidence of research including accurate documentation of sources and selection of appropriate information for the needs of the audience.

3. Synthesize information to broaden knowledge and experiences and produce both independent and collaborative work.	• Plan, create and modify information to broaden knowledge to identify and solve problems or enhance decision-making both in groups and independently.
4. Evaluate the economic, legal, ethical, and social issues surrounding the access and use of information and relevant technologies.	• Evaluate and respond to the ethical, social, legal, and economic issues surrounding information technologies.
	Additional Outcomes • Manage files and folders in an electronic environment.