

Technology is widely used as a resource in the programs of the school. Internet based materials are widely utilized for information/research and communication methods such as email are an integral part of coursework. Typical tools used by the programs involve the use of word processors for papers and essays and presentation software as part of student assignments. Technology is a resource to utilize in support of the education objectives of the college. Spreadsheets and databases are incorporated in computer literacy classes but are not used in enough programs to be included as a general education component.

**Application to Technology Student Learning Objectives:**

- **Tech1** Research - Students will demonstrate the ability to locate information on a source for this area. It is often internet based but also could be from a variety of media, including traditional sources of books, magazines, newspapers or other materials.
- **Tech2** File Management - Students will demonstrate the ability to save and retrieve a file to/from a location. (locations may include folders on traditional storage and/or web based storage)
- **Tech3** Word Processing - Students will demonstrate the ability to create a MLA style paper by using a word processing software.
- **Tech4** Presentations - Students will demonstrate the ability to develop presentations by using a presentation software (e.g. Powerpoint, Prezi)

Application to Technology	Area of Opportunity		Proficient		SLO Reporting	
	Ineffective (1)	Adequate (2)	Effective (3)	Exemplar (4)	Number of Students Assessed	Number of Students w/ Successfully Demonstrated Competency
<b>Tech1</b> Research - Students will demonstrate the ability to locate information on a source for this area. It is often internet based but also could be from a variety of media, including traditional sources of books, magazines, newspapers or other materials.	Source is not relevant.	Source is relevant, but very short and lacking in detail or from a questionable source.	Source is relevant, but not detailed.	Source is relevant to the topic and detailed about the topic of paper.		
<b>Tech2</b> File Management - Students will demonstrate the ability to save and retrieve a file to/from a location. (locations may include folders on traditional storage and/or web based storage)	Student saves file, but cannot find file.	Student saves files, but does not create location.	Student saves file, creates location, but file is not in location.	Student creates location and save and retrieve files in the location.		

<p><b>Tech3</b> Word Processing - Students will demonstrate the ability to create a MLA style paper by using a word processing software.</p> <p>Components evaluated: Headers (name and page numbering); Title and class information; Line spacing; Paragraph indents; Footnotes; Tables; Work Cited</p>	<p>Two components or less correctly implemented.</p>	<p>Three to four components correctly implemented.</p>	<p>Four to six components correctly implemented.</p>	<p>All components correctly implemented.</p>		
<p><b>Tech4</b> - Presentations - Students will demonstrate the ability to develop presentations by using a presentation software (e.g. Powerpoint, Prezi)</p> <ol style="list-style-type: none"> <li>1. Use of slide types such as title and content layouts.</li> <li>2. Insert text as needed.</li> <li>3. Insert pictures or videos.</li> <li>4. Apply color through use of templates or customization.</li> <li>5. Apply transitions (may include timing) to slides.</li> <li>6. Apply animation to components of slides.</li> </ol>	<p>Insertion of text only in single slide layout format.</p>	<p>One to two other components other than text correctly implemented.</p>	<p>Three to four components other than text correctly implemented.</p>	<p>All components correctly implemented.</p>		