SLO to ILO Alignment Reports

CAN - 00 - Institutional Learning Outcomes (ILOs)

CAN ILO #1 - Critical Thinking - Select, evaluate, and use information to investigate a point of view, support a conclusion, or engage in problem solving.

CAN Dept - Computer Business Office Technology

CAN CBOT 430   : Computer Applications, Part I

Understanding Operating System and Windows OS Features: Navigate Windows, and explore the Desktop; work with tools on the taskbar; work with menus, toolbars and ribbons; use keyboard shortcuts; and make selections in Dialog boxes.

CAN CBOT 430   : Computer Applications, Part I

File Management: Use File Explorer to create, rename, copy, move, delete, restore, manage, compress and extract files and folders, and use screenshot and clipping tools.

CAN CBOT 430   : Computer Applications, Part I

Create PowerPoint Presentation: Create, modify, insert, apply, and organize objects into a PowerPoint presentation; work with slide masters and handouts; and add visual elements and sound.

CAN CBOT 431   : Computer Applications, Part II

Create Excel Workbooks: Create and format cells and simple worksheets that uses formulas and functions to make calculations and analyze data.

CAN CBOT 431   : Computer Applications, Part II

Create Access Database: Design and build a simple database that organizes information allowing easy access for building forms, queries, and reports.

CAN CBOT 435   : Spreadsheets

Getting Started with Excel: Demonstrate the ability to create, navigate, format, and modify a workbook.

CAN CBOT 435   : Spreadsheets

Working with Formulas and Functions: Use formulas and functions, using 3D References, and working across multiple worksheets to evaluate data.

CAN CBOT 435   : Spreadsheets

Using 3-D Refences in Multiple Worksheets: Ability to Work with Muliple Worksheets Using 3-D References

CAN CBOT 457: Presentation Software: Powerpoint

CAN ILO #1 - Critical Thinking - Select, evaluate, and use information to investigate a point of view, support a conclusion, or engage in problem solving.

CAN CBOT 457: Presentation Software: Powerpoint

Create PowerPoint Presentation: Create a PowerPoint presentation illustrated with pictures, shapes, tables, charts, transitions, and SmartArt graphics.

CAN CBOT 457: Presentation Software: Powerpoint

Apply Animation and Multimedia Effects: Create customized shapes, themes and background colors and work with multiple objects and grouping; add animation and video; prepare slides for slide show; and use of Slide Master to change themes.

CAN ILO #2 - Creativity - Produce, combine, or synthesize ideas in creative ways within or across disciplines.

CAN Dept - Computer Business Office Technology

CAN CBOT 415 : Beg. Computer Keyboarding

Speed and Accuracy: Demonstrate the ability to type straight-copy alphanumeric material and symbols with an average minimum required speed (at a minimum of 20 wpm) and with accuracy

CAN CBOT 415 : Beg. Computer Keyboarding

Type without looking at the keyboard: Demonstrate the ability to use the "Touch Typing" method using correct keyboarding techniques.

CAN CBOT 415 : Beg. Computer Keyboarding

Apply Keyboarding Skills to Word: Demonstrate the ability to type and compose relevant and logical content at the keyboard a the word, sentence, and paragraph levels.

CAN CBOT 417 : Skill Building

Speed and Accuracy: Increase speed and accuracy by a minimum of three to five words.

CAN CBOT 417 : Skill Building

Correct Techniques: Use correct keyboarding techniques and reaches on the keyboard.

CAN CBOT 417 : Skill Building

Apply Keyboarding Techniques to Business Documents: Use Correct Keyboarding techniques to apply to word processing software to create, format, and edit business documents.

CAN CBOT 430 : Computer Applications, Part I

Create Word Documents: Create, edit, format, insert, and format a table into Word; and demonstrate the ability to work collaboratively with different documents.

CAN CBOT 430 : Computer Applications, Part I

Create PowerPoint Presentation: Create, modify, insert, apply, and organize objects into a PowerPoint presentation; work with slide masters and handouts; and add visual elements and sound.

CAN CBOT 431 : Computer Applications, Part II

Integrate Word and Excel: Integrate data between Word and PowerPoint, between Excel and Word, and create an Access table from Excel data.

CAN CBOT 435 : Spreadsheets

Getting Started with Excel: Demonstrate the ability to create, navigate, format, and modify a workbook.

CAN CBOT 435 : Spreadsheets

Building Charts: Apply skills to create, modify, and format charts.

CAN CBOT 435 : Spreadsheets

Working with Tables, Filters, and Ranges: Use Excel tables and filters to manipulate and evaluate data.

CAN CBOT 457: Presentation Software: Powerpoint

Create PowerPoint Presentation: Create a PowerPoint presentation illustrated with pictures, shapes, tables, charts, transitions, and SmartArt graphics.

CAN ILO #2 - Creativity - Produce, combine, or synthesize ideas in creative ways within or across disciplines.

CAN CBOT 457: Presentation Software: Powerpoint

Create PowerPoint Presentation: Create a PowerPoint presentation illustrated with pictures, shapes, tables, charts, transitions, and SmartArt graphics.

CAN CBOT 457: Presentation Software: Powerpoint

Apply Animation and Multimedia Effects: Create customized shapes, themes and background colors and work with multiple objects and grouping; add animation and video; prepare slides for slide show; and use of Slide Master to change themes.

CAN CBOT 457: Presentation Software: Powerpoint

Integrate PowerPoint with other Programs (Word and Excel): Apply and create advanced, complex animations; use hyperlinks and action buttons; and integrate contents from other applications to add new content to slides.

CAN CBOT 472 : Beginning Word Processing

Create and Editing Documents: Create, format, and edit, apply, and customize a business document: a) using different fonts, font sizes and colors b) bullets and numbers c) copy, cut and paste text d) align text, and insert line and paragraph spacing e) set tabs and leaders f) apply indents g) insert page and section breaks.

CAN CBOT 472 : Beginning Word Processing

Working with Multipage Documents: Work with Reports and Multipage documents to: a) insert and edit footnotes and endnotes b) create and edit a table of contents (TOC) c) Apply and customize headers and footers in a multipage document

CAN CBOT 472 : Beginning Word Processing

Using Tables, Columns, and Graphics: Using Tables, Columns, and Graphics: a) Modify a table by changing column and row sizes, aligning text, using the Table Properties dialog box, sorting data, and using AutoFit. b) Modify the layout and design of a document using columns to present information. c) Enrich a document by adding and modifying visual elements such as pictures, shapes, SmartArt, and WordArt.

CAN CBOT 472 : Beginning Word Processing

Using Templates and Mail Merge: Using Templates, Mail Merge , Custom Styles and Building Blocks to: a) Create, customize, and use a template to create a Word document. b) Use the Mail Merge feature to create a data source to create a recipient list and a main document. c) Create and modify a style using the Style Gallery and Styles pane. d) Create AutoText building block to save text and objects and insert them in text. e) Use the Building Block Organizer to create and save information on a document.

CAN CBOT 474 : Intermediate Word Processing

Advanced Tables and Graphics: Use advanced features to work with tables, shapes, and pictures.

CAN CBOT 474 : Intermediate Word Processing

Working Collaboratively: Modify a document using comments and Track changes

CAN CBOT 474 : Intermediate Word Processing

Automating Tasks Using Templates and Macros: Create, save, customize, and use a template in Word. Record, run, copy, and use a macro to automate common tasks

CAN CBOT 474 : Intermediate Word Processing

Using Desktop Publishing Features: Apply Desk top publishing features to a Word document

CAN ILO #3 - Communication - Use language to effectively convey an idea or a set of facts, including the accurate use of source material and evidence according to institutional and discipline standards.

CAN Dept - Computer Business Office Technology

CAN CBOT 430   : Computer Applications, Part I

Create Word Documents: Create, edit, format, insert, and format a table into Word; and demonstrate the ability to work collaboratively with different documents.

CAN CBOT 430   : Computer Applications, Part I

Create PowerPoint Presentation: Create, modify, insert, apply, and organize objects into a PowerPoint presentation; work with slide masters and handouts; and add visual elements and sound.

CAN CBOT 435   : Spreadsheets

Using 3-D Refences in Multiple Worksheets: Ability to Work with Muliple Worksheets Using 3-D References

CAN ILO #4 - Community - Understand and interpret various points of view that emerge from a diverse world of peoples and cultures.

There are no Results for this SLO

CAN ILO #5 - Quantitative Reasoning - Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to draw appropriate conclusions.

CAN Dept - Computer Business Office Technology

CAN CBOT 430 : Computer Applications, Part I

Create PowerPoint Presentation: Create, modify, insert, apply, and organize objects into a PowerPoint presentation; work with slide masters and handouts; and add visual elements and sound.

CAN CBOT 431 : Computer Applications, Part II

Create Excel Workbooks: Create and format cells and simple worksheets that uses formulas and functions to make calculations and analyze data.

CAN CBOT 431 : Computer Applications, Part II

Create Access Database: Design and build a simple database that organizes information allowing easy access for building forms, queries, and reports.

CAN CBOT 431 : Computer Applications, Part II

Integrate Word and Excel: Integrate data between Word and PowerPoint, between Excel and Word, and create an Access table from Excel data.

CAN CBOT 435 : Spreadsheets

Working with Formulas and Functions: Use formulas and functions, using 3D References, and working across multiple worksheets to evaluate data.

CAN CBOT 435 : Spreadsheets

Building Charts: Apply skills to create, modify, and format charts.

CAN CBOT 435 : Spreadsheets

Using 3-D Refences in Multiple Worksheets: Ability to Work with Muliple Worksheets Using 3-D References

CAN CBOT 435 : Spreadsheets

Working with Tables, Filters, and Ranges: Use Excel tables and filters to manipulate and evaluate data.

CAN CBOT 457: Presentation Software: Powerpoint

Integrate PowerPoint with other Programs (Word and Excel): Apply and create advanced, complex animations; use hyperlinks and action buttons; and integrate contents from other applications to add new content to slides.