

Collegewide Core Course Performance Objectives

The student will be able to:

1. Explore Windows and use Help and dialog boxes. (CCC 6; PGC 6)
2. Use files and folders with My Computer and Windows Explorer. (CCC 6; PGC 6)
3. Use Windows applications. (CCC 6; PGC 6)
4. Manage files and disk storage. (CCC 6; PGC 6, 11)
5. Customize Windows system. (CCC 6; PGC 6, 13)
6. Share and exchange data among programs. (CCC 6; PGC 6, 14)
7. Connect to Network. (CCC 6; PGC 6, 11, 14)
8. Use Windows at the Command level. (CCC 6; PGC 6, 11)
9. Work with the microcomputer System Setup Utilities. (CCC 6; PGC 6, 11, 12)

Measurable Performance Objectives

(To be selected by each campus department)

Evaluation Criteria/Policies

1. Students will demonstrate proficiency on all measurable performance objectives at least to the 75% level to successfully complete the course.

2. Grade	Point Value		Explanation
A	92	100	Student meets the measurable objectives in an outstanding manner.
B	83	91	Student meets the measurable objectives in an above average manner.
C	75	82	Students meets the measurable objectives.
R	0	74	Student does not meet the measurable objectives.

Students should refer to the Student Handbook for information on Academic Standing Policy, Academic Honesty Policy, Student Rights and Responsibilities and other policies relevant to their academic progress.