

**Learning Assessment of Core Outcomes  
Focus 2010-2011: Critical Thinking and Problem Solving**

**SAC: Computer Applications and Office Systems**

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**Goals:**

To identify the level of critical thinking in three different levels of courses in the department

To assess one assignment in each course that applies critical thinking skills

To assess the development of critical thinking from the basic courses to the advanced courses

**Plan:**

Students in **CAS 133, Basic Microsoft Skills, CAS 170/171 Beginning and Intermediate Excel, or CAS 216/CAS 217 Beginning and Intermediate Word** will have specific assignments analyzed for critical thinking elements. Student assignments from each course will be collected and the rubric will be applied to assess critical thinking.

We created our rubric loosely based on the Analytical Assessment of Critical Thinking across the Curriculum for Valencia Community College.

The findings, comparisons, and recommendations will be reported in 2010-2011.

	Levels of Achievement			
Course #:	Beginning = 1	Developing = 2	Competent = 3	Mastery = 4
Objective:	Limited knowledge and application of skills.	Basic comprehension of knowledge of skills.	Competent application of essential features and concepts	Thorough mastery of advanced concepts.
Identify/select the appropriate software for a given project.				
Format and or design a project using features appropriate to the software. May assess one or more of the following: <ul style="list-style-type: none"> <li>• document</li> <li>• spreadsheet</li> <li>• database</li> <li>• presentation</li> <li>• publication</li> <li>• web page</li> </ul>				
Apply industry standards to the task, i.e. proofreading, analyzing format, utilizing the software tools efficiently				
Integrate concepts into a coherent whole.				