Technology Literacy Tabulation Sheet

Computer Applications - CIS 1113 Pilot Courses, Fall 2019 Face-to-Face

WINDOWS 10

	Assessment Task	132 Pre Pre Test % knowledge		132 Post Post Test % knowledge		Gain/Loss
1.1	Identify the operating system used by a computer	65.2%		83%		17.4%
1.2	Demonstrate knowledge of the Windows Start menu, incuding Get Help	69.6%		78%		8.7%
1.3	Use cortana to Search for a file, program, or document	43.5%		43%		0.0%
1.4	Identify the parts of the Windows 10 interface (desktop, taskbar, etc.)	4.3%		39%		34.8%
1.5	Identify icons, functions, and any file extensions related to basic office software (Microsoft Edge, Windows Defender, etc.)	65.2%		78%		13.0%
1.6	Start and exit programs	91.3%		91%		0.0%
1.7	Minimize and maximize windows	56.5%		61%		4.3%
1.8	Open, close and switch between windows	56.5%		65%		8.7%
1.9	demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g. OneDrive)	47.8%		70%		21.7%
1.10	Move documents and files, including to and from Recycle bin	56.5%		65%		8.7%
1.11	Shutdown, restart, and log off a computer	30.4%		35%		4.3%
1.12	Use settings to install or modify apps	26.1%		57%		30.4%

WORD

		Pre 132 % knowledge		Post 132 % knowledge		Gain/Loss
2.1	Open a new or existing document	47.8%		83%		34.8%
2.2	Identify the parts of the Word window, including the Ribbon, Status Bar and Quick Access Toolbar	39.1%		48%		8.7%
2.3	Save a document, being intentional about the name and location	4.3%		35%		30.4%
2.4	Identify file extensions that can be opened by Microsoft Word	82.6%		91%		8.7%
2.5	Use Spelling and Grammar check	21.7%		26%		4.3%
2.6	Format text: size, color and type of font	21.7%		52%		30.4%
2.7	Insert objects into a document, including images, shapes, hyperlinks and tables	56.5%		91%		34.8%
2.8	Set text spacing and alignment	52.2%		87%		34.8%
2.9	Apply bullets and automatic numbering	73.9%		100%		26.1%
2.10	Undo the previous action	69.6%		87%		17.4%
2.11	Cut, copy and paste	60.9%		91%		30.4%
2.12	Modify page layouts, including margins and orientation	8.7%		48%		39.1%
2.13	Print	60.9%		96%		34.8%
2.14	Close a document	47.8%		100%		52.2%

EMAIL

		Students assessed Pre 132		Students assessed Post 132		
		% knowledge		**% knowledge**		**Gain/Loss**
3.1	Define email and identify common email clients	**40.6%**		**94%**		**53.1%**
3.2	Tell the difference between a URL and an email address	**71.9%**		**78%**		**6.3%**
3.3	Register for a new email account, using professional user name and a strong password	**12.5%**		**53%**		**40.6%**
3.4	Log into email	**84.4%**		**94%**		**9.4%**
3.5	create and send an email message, including recipient address, subject, and message	**31.3%**		**78%**		**46.9%**
3.6	Open and reply to an email	**68.8%**		**100%**		**31.3%**
3.7	Understand why and how to reply, reply all, and forward an email	**68.8%**		**94%**		**25.0%**
3.8	Add an attachment to an email	**90.6%**		**97%**		**6.3%**
3.9	Open and download an email attachment	**90.6%**		**97%**		**6.3%**
3.10	Manage email: Delete and retrieve messages, identify spam, and unsuscribe from unwantes mailing list	**25.0%**		**47%**		**21.9%**
3.11	Understand basics of email etiquette (using salutations and closings, avoiding all caps, making use of the subject line. Understanding when it's ok to forward messages, knowing who to cc or bcc, etc…)	**6.3%**		**63%**		**56.3%**
3.12	Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links…	**84.4%**		**97%**		**12.5%**
3.13	Sign out of email, especially when using shared computers	**96.9%**		**100%**		**3.1%**