



						Domain	Learning
1	Use the Windows interface.					Cognitive	Application
2	Demonstrate the ability to access a variety of software applications using the graphical user interface (GUI) features (i.e. the ability to have multiple applications open at any given time and switch from application to application).					Psychomotor	Guided Response
3	Demonstrate the ability to use file management skills.					Psychomotor	Guided Response

3 **Introduction to Internet and Email** 25 25 0 50 0 0 0

Order	Description					Learning Domain	Level of Learning
1	Describe the purpose of computer networking.					Cognitive	Knowledge
2	Demonstrate ability to access and use the Internet.					Psychomotor	Guided Response
3	Access and demonstrate email.					Psychomotor	Guided Response
4	Access and demonstrate online learning management systems.					Psychomotor	Guided Response

4 **Introduction to Word Processing Software** 150 350 0 500 0 0 0

Order	Description					Learning Domain	Level of Learning
1	Describe the purpose of word processing software.					Cognitive	Knowledge
2	List the typical functions performed by word processing software.					Cognitive	Knowledge
3	Demonstrate how to create, use, and save a document.					Psychomotor	Guided Response
4	Demonstrate formatting options (i.e., typeface, font and point size, setting margins and tabs, line spacing, and justification).					Psychomotor	Guided Response
5	Demonstrate how to modify and print a document.					Psychomotor	Guided Response
6	Demonstrate the spell check feature.					Psychomotor	Guided Response

5 **Introduction to Spreadsheet Software** 50 300 0 350 0 0 0

Order	Description					Learning Domain	Level of Learning
1	List the typical functions of a spreadsheet.					Cognitive	Knowledge
2	Demonstrate how to create and save a spreadsheet.					Psychomotor	Guided Response
3	Demonstrate how to modify and print a spreadsheet.					Psychomotor	Guided Response

6 **Getting Off to a Good Start** 300 0 0 300 0 0 0

Order	Description	Learning Domain	Level of Learning
1	Apply knowledge to use Banner Web, email, registration and withdrawal procedures.	Cognitive	Application
2	Utilize the service of Financial Aid and Student Affairs Offices.	Cognitive	Application
3	Understand the policies and procedures of the college.	Cognitive	Comprehension
4	Discuss what it means to be a responsible student in a college environment.	Cognitive	Comprehension
5	Identify potential personal stumbling blocks and available resources to help students experience college success.	Cognitive	Knowledge
6	Demonstrate effective research techniques.	Cognitive	Application
7	Evaluate information by judging currency, relevancy, authority, accuracy and purpose.	Cognitive	Evaluation
8	Demonstrate use of ANGEL, e-books, and electronic media.	Cognitive	Application

7 **Learning and Personality Styles** 200 0 0 200 0 0 0

Order	Description	Learning Domain	Level of Learning
1	Identify learning styles and best learning styles for the individual student.	Cognitive	Knowledge
2	Anticipate ways to utilize individual learning styles and strategies to adapt to various teaching methods.	Affective	Valuing
3	Identify personality styles and understand student's individual personality style.	Cognitive	Knowledge
4	Identify and adapt personality styles to classroom situations.	Cognitive	Knowledge

8 **Time and Money Management** 175 0 0 175 0 0 0

Order	Description	Learning Domain	Level of Learning
1	Identify effective time management strategies.	Cognitive	Knowledge
2	Utilize specific time management strategies to include: self-evaluation, action plan, color coding, planners, home organizers and scheduling appointments.	Cognitive	Application
3	Understand the importance/ramifications of a budget and prepare a personal budget.	Cognitive	Comprehension

9 **Stress Management and Wellness** 250 0 0 250 0 0 0

Order	Description	Learning Domain	Level of Learning
1	Identify stress levels and stressors.	Cognitive	Knowledge
2	Demonstrate stress-reducing techniques.	Cognitive	Application

	3	Identify emotional triggers and develop coping skills to manage emotional and behavioral reaction to challenging environments.					Cognitive	Knowledge	
	4	Develop a nutritional plan that promotes self-care for a healthy body.					Cognitive	Application	
	5	Describe the importance of physical activity to maintain wellness and develop a personal fitness plan					Cognitive	Comprehension	
	6	Discuss the effects of products such as alcohol, drugs, and tobacco usage on health and fitness.					Cognitive	Comprehension	
10	<b>Study and Test Taking Skills</b>		250	0	0	250	0	0	
	Order	Description					Learning Domain	Level of Learning	
	1	Demonstrate effective note-taking skills.					Cognitive	Application	
	2	Describe and implement effective study strategies.					Cognitive	Knowledge	
	3	Describe effective test-taking strategies and identify strategies to use under various testing situations.					Cognitive	Comprehension	
11	<b>Communication Skills</b>		200	0	0	200	0	0	
	Order	Description					Learning Domain	Level of Learning	
	1	Identify effective communication techniques utilizing listening skills; body language; verbal, written, and electronic communication.					Cognitive	Knowledge	
	2	Demonstrate appropriate etiquette in all forms of communication.					Cognitive	Application	
	3	Utilize effective communication techniques when dealing with conflicts and diversity.					Cognitive	Application	
12	<b>Career Exploration</b>		150	0	0	150	0	0	
	Order	Description					Learning Domain	Level of Learning	
	1	Identify and evaluate career options.					Cognitive	Knowledge	
	2	Establish career goals.					Cognitive	Application	
	3	Develop a career plan.					Cognitive	Application	
<b>Competency Totals:</b>			<b>Lecture 1875</b>	<b>Lab 2 750</b>	<b>Lab 3 0</b>	<b>Total Min 2625</b>	<b>Cred Hrs 3</b>	<b>Pract Intern 0</b>	<b>Clinical 0</b>