

# Arizona Western College

<b>Mastery</b>	<b>Outcomes</b>	<b>Assessment Tools</b>
<b>Communication</b>	Learners provide writing that provides a clear, specific thesis and awareness of audience; fully develops examples to support thesis in logical, coherent manner; demonstrates original thinking, depth of analysis, and comprehension of material used; and that shows high proficiency in standard English grammar, spelling, and punctuation.	Graduates will receive a score of 3 or higher in each skill area measured on a 5 point rubric applied to a writing assignment.
<b>Critical Thinking</b> To enable graduates to participate with active, discerning commitment in the practical, political, ethical, and aesthetic aspects of community life	Learners will demonstrate the ability to take charge of their own thinking.  Learners will demonstrate an intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.	Graduates will earn scores to put them in the 50 <sup>th</sup> percentile (national norm) or above on the CAAP standardized exam for critical thinking.
<b>Quantitative Analysis</b>	Identify and extract relevant data from given mathematical or contextual situations.  Select known models or develop appropriate models that organize the data into: <ul style="list-style-type: none"> <li>a. tables or spreadsheets (with or without technology); or</li> <li>b. graphical representations (with or without technology); or</li> <li>c. symbolic/equation format.</li> </ul> Obtain correct mathematical results and state those results with the qualifiers.  Use the results to: <ul style="list-style-type: none"> <li>a. determine whether they are realistic in terms of the original situation; or</li> <li>b. determine whether the mathematical model/representation of data was appropriate; or</li> <li>c. describe a trend in a table, graph, or formula and make predications based on trends; or</li> <li>d. draw qualitative conclusions in written</li> </ul>	100% of participating graduates will correctly answer at least 6 out of 8 multiple-choice questions (75%) on a locally designed test that addresses all of the target outcomes for quantitative skills.
<b>Technology Applications</b>	Learners will demonstrate a working knowledge of computer basics by opening and closing a program; by creating, saving, printing, finding, renaming, copying, moving and deleting files.  Learners will perform basic word processing operations	In a hands-on exam, 80% of the graduates will:  open and close a program; create, save, print, rename, and delete a file.  create a document with

	<p>including document creation, editing, formatting, printing, saving and retrieving a document.</p> <p>Learners will perform basic spreadsheet operations including creating, editing, formatting, printing, saving and retrieving a worksheet including the use of formulas, simple functions, and the copy command.</p> <p>Learners will demonstrate the ability to use the Internet in order to access information resources, evaluate their credibility, and apply them.</p> <p>Learners will demonstrate the ability to send and receive E-mail including attachments.</p>	<p>first line indents , adjust margins, fonts, spacing, insert a header and save the document.</p> <p>Open an existing spreadsheet file , use a function to total values, format the values to currency without decimal places, enter and edit a label.</p> <p>Open a web browser and search for a specific link using multiple keywords, and copy a link to an email message. The email will be sent with a file attachment.</p>
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