

**Columbus Technical College**  
**Quality Enhancement Plan: Computer Literacy Is Critical Knowledge**

Through broad based input from the college community stakeholders and analysis of institutional data, several potential topics were brought to the forefront. Following literature review and further data analysis, improvement in student learning within computer literacy emerged as the topic of choice. Therefore, Computer Literacy is Critical Knowledge (CLICK) became Columbus Technical College's QEP. The **goal of the QEP** is to ensure that **entering students develop or enhance the computer skills necessary for academic success**. **CLICK** supports the College's mission to support the economic empowerment of its six county service region by focusing on teaching and learning and developing a globally competitive workforce. Four strategies to accomplish this goal were established:

- **Implement Pre-Assessment** for new students on computer literacy
- Develop a **Computer Remediation Course**
- Create a **Tutoring and Skills Lab**
- **Assess computer literacy** in all associate degree level programs

In support of the four strategies, the QEP Assessment Subcommittee identified three outcomes. Outcomes one and two specifically address the acquisition of knowledge and use of computer technology. Outcome three gives students an opportunity to transfer the knowledge learned in outcomes one and two through application of their newly-acquired or enhanced skills.

- The student will **perform the basic functions of computer usage**.
- The student will **demonstrate a beginning level competency in Microsoft Word, Excel, and PowerPoint**.
- The student will **apply the newly acquired computer usage skills through use of the learning management system**.

The assessment plan is a vital component of the QEP which will evaluate student learning and the overall effectiveness of the plan. Assessment of the QEP is focused on the **assessment of the student learning outcomes** with developed **baselines and projections** for **improvement**. Assessment will take place across the campus through in class assessments, surveys, and institutional data collection. The Dean of Academic Support/QEP Director and the Institutional Effectiveness Office will continually evaluate outcome data to oversee the assessment process and implement strategies for improvement based upon actual results.

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