**PORTFOLIO ASSESSMENT GUIDE for**

**BUS 221: Introduction to Computers/Info Systems**

**What is a Portfolio**:

A Portfolio is a formal means of requesting assessment of your prior work/life experience from which you have developed sufficient college-level learning to earn credit for a specific class.

**Purpose of this Guide**:

This document is intended for student self-assessment purposes only. Review it carefully to determine if you are ready to write and submit a Portfolio for the course indicated above. Your self-assessment is not a guarantee that you will be awarded credit for the course. Faculty with expertise in the subject matter will evaluate whether your Portfolio provides sufficient evidence that you have demonstrated appropriate college-level mastery of the course content through experiential learning.

**General Guidelines:**

* All work must be word-processed, except for documentation provided.
* Written portions should demonstrate college-level writing skills, including appropriate citations for any quoted or paraphrased material from other sources.
* Use the provided template to format the portfolio appropriately.
* Your Portfolio will not be returned. Make copies of the contents before you submit. You may include clear copies of documentation and keep the originals.
* Submit your completed Portfolio, along with the approved Course Portfolio Assessment Form, to the Adult Learning Coordinator.

**Determination of Portfolio Assessment Outcome:**

You will need to do the following to be awarded credit through Portfolio Assessment for this course:

* Providing documentation showing completion of MOS certifications in three different programs will satisfy rubric.
* When evaluated, students must demonstrate experience or proficiency in >=70% to earn credit in the course.

|  |  |
| --- | --- |
| Skill/Outcome | Documented  Yes = 1 No = 0 |
| **Create multi-page documents in a word processor**  Demonstrates proficiency in the creation of multi-page documents by including headers, footer, and page numbers. |  |
| **Create spreadsheet that uses formulas**  Demonstrates proper formula creation using cell addresses and correct syntax. |  |
| **Effectively use functions in a spreadsheet**  Demonstrates knowledge and use of functions such as Average, Min, Max, Pmt, and others. |  |
| **Use presentation software to create and present**  Demontrates proper use of presentation mode and effective slide creation |  |
| **Create marketing materials in a computer application**  Demonstrates proper formatting and effective use of colors and graphic elements |  |
| **Practice effective file management on a computer**  Demonstrates proper use of folders and the ability to search for files. |  |
| **Create and use chart and graphs created in a spreadsheet**  Demonstrates the ability to create charts and graphs from spreadsheet data. |  |
| **Integrate spreadsheets and word processors**  Demonstrates the creation of documents that include elements from both spreadsheets and word processing software. |  |
| **Use a database to generate reports**  Demonstrates the ability to access specific data contained in a database and format that data in report. |  |
| **Create and print mailing labels**  Demonstrates the ability to use Mail Merge to create and print mailing labels. |  |
| Total Score |  |
| Credits earned |  |



CREDIT FOR PRIOR LEARNING PORTFOLIO

FOR

BUSINESS 221: INTRODUCTION TO COMPUTERS/INFO SYSTEMS

(DATE)

BY

(YOUR NAME)

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Statement of Academic Honesty

The material contained in this Portfolio honestly and accurately reflects my life, learning, and work experience. I understand that the penalty for falsifying any information or documentation will result in an award of no credit for the Portfolio with no resubmission allowed and may result in other sanctions as described in the Student Code of Conduct.

Print Name LCSC ID Number

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Signature Date

Course Description

BUS 221 teaches some of the most essential skills for using programs of the Office 2019 suite. In addition to exploring some of the features and capabilities that all the Office programs share, you will learn many skills specific to each program, like promoting and demoting lists in Word, creating simple formulas in Excel, applying a theme in PowerPoint, reorganizing forms in Access, and much more. Introduction to the characteristics of computer-based information systems in organizations. You will also learn about Management Information Systems (MIS). Topics include: computers in business; the most popular productivity software applications; Management Information Systems (MIS) theory; the importance of MIS in modern international management decision-making; systems analysis and design; and several uses of the Internet.

Learning Outcomes

The following learning outcomes may be demonstrated by completion of MOS Certifications in three different programs and will be evaluated in the BUS 221 Portfolio Assessment Rubric.

1. Discuss components of systems analysis and design
2. Discuss the importance of MIS in U.S. and international management decision making
3. Discuss Management Information Systems (MIS) theory
4. Explain the use of analytics in business and organizational decision
5. Identify the characteristics of computer-based information systems in organizations.
6. Identify the most popular productivity software application
7. Discuss uses of the Internet including cloud computing, security, and analytics
8. Identify parts of the Office user interface
9. Search for Help within Office applications
10. Combine items created in various applications
11. Create a professional business letter (Word)
12. Prepare a professional résumé using a table (Word)
13. Create a promotional brochure (Word)
14. Create a report using headers/footers, table of figures, and footnotes/endnotes (Word)
15. Discuss how Excel helps productivity (Excel)
16. Use functions to perform calculations (Excel)
17. Create, modify, and format charts (Excel)
18. Sort and filter data (Excel)
19. Apply a document theme (PowerPoint)
20. Create a presentation from a Word outline (PowerPoint)
21. Add transition effects (PowerPoint)
22. Acquire and add audio to a presentation (PowerPoint)
23. Identify database objects and functions (Access)
24. Create basic forms (Access)
25. Create, save, and run select queries (Access)
26. Create basic reports (Access)

# Educational Goals

**Goals, Motivation, and Time Frame**

What are your goals? What are the reasons (professional and personal) you are pursuing your goals? What is a realistic time frame for completing your education?

**Prior Learning to Goals**

How will the prior learning credit you are requesting fit into their future educational and career goals?

# Acquired Learning and Knowledge Narrative

The narrative is a detailed explanation of how your activities and the resulting competencies were achieved. Be sure to link your accomplishments such as, MOS Certifications, to the course learning outcomes.

Note that a key goal of this section is the learning process itself as you reflect on how your experience relates to key concepts within the learning outcomes in the target course. Clearly focus on the learning objectives (what you know and can do) rather than the experience.

For each experience indicated within the Portfolio, the student must:

* Include the experience such as MOS Certificates, trainings, experiences; description
* Describe the learning and how it relates to the Learning Outcomes for the course

This will be 1+ page(s) in length. Make sure it is clear, concise, and free of errors in sentence structure, grammar, and spelling. It needs to demonstrate college-level writing and critical thinking.

# Documentation

Each of your experiences and competencies will require verification (evidence). For BUS 221, this evidence can be in the form of MOS Certifications and any other training documentation you wish to provide. For example:

* Completion of training programs, workshops, seminars, etc., may be verified through:
  + Certificates
  + Personnel records
* Letters of Recommendation or Referral. Scans or photographs of signed letters written on corporate letterhead are acceptable
* Performance reviews showing competencies
* Job descriptions
* Transcripts
* Samples of work
* A videotape of your speech, theatre work, or music recital
* Licenses
* Honors or award
* Samples of your painting, drawing, photography, or ceramics for a studio art course
* Certificates of attendance
* Letters of verification listing proven competencies from instructors or employers
* Products designed or created by you
* Military records

Each piece of documentation for a workshop or training program must be accompanied by a description page of content for each workshop, training program, or seminar and must show how the evidence relates to the course learning outcomes.