To: WSU Faculty
From: Computer Literacy Center
Date: 2/9/17

As the Computer Literacy Center (CLC) at WSU initiates its rollout during the Spring 2017 semester, we wanted to make all faculty aware of the support the CLC will offer to rapidly and effectively train and assess students in specific software technology competencies that are integral to the successful completion of your courses.

In the Fall, we piloted the development of instructional modules and strategies that addressed several of the proficiencies associated with TBE/NTM/WEB 1700, which for many years constituted WSU's General Education Computer Literacy Requirement. The current list of these topics includes:

Word
Document Properties & document tracking & saving as a PDF
Insert a table (add, delete, merge, split cells, remove gridlines, and positioning)
Page border & margin setting & tab setting
Change case & spellcheck & remove formatting of pasted text & format painter
Inserting hyperlink, removing the hyperlink, Bullets (custom & placement)
Report Styles and Applying themes
Footnotes, citations, & bibliography
Google Docs
Index & Table of Contents
Insert section Break & columns & textbox
Page numbers & continuous section break
WordArt

Excel
PMT Function
If statements
Charts
Sort Data, Renaming Tabs, & Printing

PowerPoint
Slide Layout
Inserting and Editing Images and Shapes
Transitions & Animations
 Inserting Audio
Themes
Presentation Techniques

Content & Identity Management
File management (Windows & Mac)

Sample training video modules currently in use can be found at: http://www.weber.edu/clc

Although Computer Literacy will no longer be a General Education requirement for students beginning academic year 17-18, the CLC remains an on-demand resource that all students may leverage to develop and sharpen their skills in the areas listed above. Also, traditional sections of 1700 will continue to be offered in future semesters.

In addition to 1700, the mission of the CLC is to train and assess students in a variety of software technologies, primarily for situations in which there is a pre-requisite expectation by the instructor that students entering a course be proficient in a specific software skillset. Students will demonstrate competencies by earning WSU-endorsed certifications or badges through the CLC assessment process indicating a sufficiently satisfactory level of mastery in a particular, well-defined skillset. Examples include more advanced spreadsheets and presentation software, statistical packages such as SPSS, and integrated development environments (IDEs).

We want to be absolutely clear that the CLC is not designed to replace existing or future courses that focus primarily on teaching specific software tools to students. The CLC is intended to be a supporting instructional resource for faculty seeking to improve and enhance their students' overall computer literacy.

For general questions about the Computer Literacy Center or to discuss how the CLC can help achieve student computer literacy preparation for your course, please contact any of the following individuals:

Sean Cummings, Continuing Education, seancummings@weber.edu, x6537
Sang Chan, Continuing Education, sangchan@weber.edu, x8029
Tom Bell, CLC Director, School of Computing, thomasbell@weber.edu, x7299
Brian Rague, Chair, School of Computing, brague@weber.edu, x7377