

Course Assessment – Part A: Your Plan

#42

Your Email *

Please select your course & name from the list. Contact Instructional Services if your course or name are incorrect or missing

CAS 121 – Olson

Outcome #1 *

Key by touch alphabetic, numeric and auxiliary keys at minimum speed and accuracy levels

Outcome #2 *

Use correct and proper typing techniques applicable to building foundational keyboarding skills

Outcome #3 *

Create and format basic business documents following current professional and/or industry standards.

Have you completed an assessment for this course prior to this term?

No

If yes, are you assessing different outcomes?

Yes

Comments:

Instructor Greene did complete an assessment for CAS 121 for Winter 2015 term. Also, this assessment is using the updated CCOG which was recently approved by the CC.

2. To which degree, certificate or program outcomes do these course outcomes map? Degree, Certificate & Program Outcomes can be found at:
<http://www.cgcc.edu/curriculum/program-outcomes>

- Associate of Applied Science in Management
- Accounting Clerk Certificate
- Marketing Certificate
- Associate of Applied Science Administrative Assistant
- Administrative Assistant Certificate
- Office Assistant Career Pathway Certificate
- Spreadsheet Career Pathway Certificate
- Word Processing Career Pathway Certificate

Outcome #1 Method to assess student understanding *

Timed writing based on industry standard speed and accuracy rates.

Outcome #2 Method to assess student understanding *

Timed writings and timed business document tests.

Outcome #3 Method to assess student understanding *

Timed writings and timed business document tests.

4. How will you know if you were successful 80% of student will accurately complete documents with "C"

in your efforts to teach this outcome? grade or higher

Outcome #1 *

How will you know if you were successful in your efforts to teach this outcome? 80% of student will accurately complete documents with "C" grade or higher

Outcome #2 *

How will you know if you were successful in your efforts to teach this outcome? 80% of student will accurately complete documents with "C" grade or higher

Outcome #3 *

#1

#2

Do you require the names of students who complete the course evaluation survey? • Yes *

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