

Course Assessment – Part A: Your Plan

#13

Your Email *

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

OS 131 – Ware

Outcome #1 *

Use proper finger placement on the keypad.

Outcome #2 *

Enter numbers by touch for speed and accuracy in adding and subtracting numbers.

Outcome #3 *

Effectively utilize the 10-key machine as an efficient business tool.

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

No

If yes, are you assessing different outcomes?

Yes

Comments:

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 Administrative Assistant
- Associate of Applied Science Administrative Office Professional
- Administrative Assistant Certificate
- Spreadsheet Career Pathway Certificate

Outcome #1 Method to assess student understanding *

Ten Mastery Lessons: These are timed drills, a total of 23 in all that grow progressively more complex.

Outcome #2 Method to assess student understanding *

Ten Key Mastery Lessons (same as outcome 1)

Outcome #3 Method to assess student understanding *

Ten Key Project

4. How will you know if you were successful in your efforts to teach this outcome?

All students who attempt the lessons finish all 23 with 98% accuracy and 7200 strokes per hour (120 digits per minute).

Outcome #1 *

How will you know if you were successful in your efforts to teach this outcome?

All students who attempt the lessons finish all 23 with 98% accuracy and 7200 strokes per hour (120 digits per minute).

Outcome #2 *

How will you know if you were successful in your efforts to teach this outcome? Students will earn 85% or better on this project.

Outcome #3 *

#1

#2

Do you require the names of students who complete the course evaluation survey? • No *

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