

Course Assessment – Part A: Your Plan

#246

Your Email *

Please select your course & name from the drop-down menu. Contact Instructional Services if your course or name are incorrect or missing

CAS 121 – Beginning Keyboarding – 1091642 – Olson – Fall 2017

Part A: Your Plan
[Directions](#)

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

1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey):

Outcome #1 *

Outcome #2 *

Apply correct keyboarding techniques in accordance with current ergonomic standards

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?

Yes

If yes, are you assessing different outcomes?

Yes

Comments:

Outcome #1 & #2 are being reassessed. Outcome #3 is different from Fall 2015 Assessment

2. To which degree(s) or certificate(s) does your course map?

[Degree, Certificate, & Program Outcomes](#)

- Accounting/Bookkeeping Certificate
- Marketing Certificate
- Associate of Applied Science Administrative Assistant
- Associate of Applied Science Administrative Office Professional
- Administrative Assistant Certificate
- Entry-Level Administrative Assistant Career Pathway Certificate
- Office Assistant Career Pathway Certificate
- Spreadsheet Support Career Pathway Certificate
- Word Processing Support Career Pathway Certificate

Method of Assessment

Timed writing based on industry standard speed and accuracy rates.

3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)

Outcome #1: Method to assess student understanding *

Outcome #2: Method to assess student understanding *

Problem solving, timed assessments/writings, and classroom discussion

Outcome #3: Method to assess student understanding *

Timed business documents, proofreading, problem solving, open ended assessments, and classroom discussion

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

80% of students will accurately key a timed writing at a 70% with C or higher.

Outcome #1: *

Outcome #2: How will you know if you were successful in your efforts to teach this outcome? *

80% of students will accurately key a timed writing at a 70% with C or higher.

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? *

80% of student will accurately complete business documents with "C" grade or higher

**5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.
Question #1**

Please share what you think are the strengths of this course. Please share where you see improvements could be made to this course.

Question #2

What advice would you give to another student who is considering taking this course.

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

Yes

Reminder, when completing Part B, instructors will be asked the following questions:

1. Describe anything you did to support the institutional effort to support students in improving "Sources and Evidence" and/or "Organization and Presentation" for the CLO Communication

2. Describe anything you did to support the institutional effort to support students in improving "Student Position" and/or "Evaluate Potential Solutions" for the CLO Critical Thinking/Problem Solving

Created 2 Oct 2017 7:46:05 PM		Updated 9 Oct 2017 11:57:04 AM
PUBLIC		COLUMBIAGORGECC