

# Course Assessment – Part A: Your Plan

#423

Your Email \*

Please select your course & name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or ggilliland@cgcc.edu.

OS 131 – 10-Key for Business – 1094313 – Linda Hughitt – Fall 2019

Part A: Your Plan

Enter numbers by touch for speed and accuracy in computation.

**DIRECTIONS**

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 \*

Use electronic printing calculators as efficient business tools.

Outcome #3 \*

Use proper finger placement on the keypad.

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

No

If yes, are you assessing different outcomes?

Yes

Comments:

NA

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

**Degree, Certificate, & Program Outcomes**

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

Method of Assessment

The students will complete the online 10-Key program meeting the speed and accuracy requirement.

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 \*

Students will complete the Ten Key Project assignment correctly.

Outcome #3: Method to assess student understanding \*

There is not a way to evaluate this.

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

The students will complete the required 10-Key lessons with the needed speed and accuracy.

Outcome #1: \*

Outcome #2: How will you know if you were

The students will successfully complete the Ten Key Project.

successful in your efforts to teach this outcome? \*

Outcome #3: How will you know if you were successful in your efforts to teach this outcome? \* There is not a way to evaluate this.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation.  
Question #1 Did you need to apply Critical Thinking/Problem Solving skills for completing the The Ten Key Project?

Question #2 After completing the 10-Key class do you feel you now have skills you can use in a job setting.

Do you require the names of students who complete the course evaluation survey? (Please note: names will be sent to instructors the Thursday before term ends) Yes

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

Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Core Learning Outcomes (CLO):

1. CLO#1 – Communication – "Sources and Evidence" and/or "Organization and Presentation"
2. CLO#2 – Critical Thinking/Problem Solving – "Student Position" and/or "Evaluate Potential Solutions"
3. CLO#4 – Cultural Awareness – "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions")
4. CLO#5 – Community and Environmental Responsibility – "Understanding Global Systems and/or "Applying Knowledge to Contemporary Global Contexts"

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