Course Assessment – Part A: Your Plan   #469

Your Email *

Please select your course and 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.	CAS 121 – Beginning Keyboarding – 1095871 – Siri Olson – Fall 2020

Part A: Your Plan
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 *	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?	Yes
If yes, are you assessing different outcomes?	No
Comments:	Last assessment was done in Fall 2017

2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes	- Associate of Applied Science – Accounting - Accounting/Bookkeeping Certificate - Associate of Applied Science – Administrative Assistant - Associate of Applied Science – Administrative Office Professional - Administrative Assistant Certificate - Basic Computer Skills Career Pathway Certificate - Entry-Level Administrative Assistant Career Pathway Certificate - Medical Office Professional Career Pathway Certificate - Office Assistant Career Pathway Certificate - Word Processing Support Career Pathway Certificate

Method of Assessment 3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.)	Timed writing based on industry standard speed and accuracy rates.
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 or higher
5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. Question #1	Please share the strengths of this course that supported you in being successful in this course. And please share improvements to this course that would have helped you.
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? (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"	Sent in a separate email, as this field was not large enough.

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