

Course Assessment - Part A: Your Plan

COMPLETE

#598

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 swade@cgcc.edu.

CAS 121- Beginning Keyboarding- Siri Olson- Fall 2022

*** 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 Fall 2020

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, Office Assistant Career Pathway Certificate, Entry-Level Administrative Assistant Career Pathway Certificate, Medical Office Professional Career Pathway Certificate, Administrative Assistant Certificate, Basic Computer Skills Career Pathway Certificate, Associate of Applied Science - Administrative Office Professional, 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.) Outcome #1: Method to assess student understanding**

Timed writing based on industry standard speed and accuracy rates.

*** 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? Outcome #1:**

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

*** 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 students will accurately key a timed writing at a 70% 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 Institutional Learning Outcomes (ILO): 1. ILO#1 - Communication - "Content Development" and/or "Control of Syntax and Mechanics" 2. ILO#2 - Critical Thinking/Problem Solving - "Evidence" and/or "identify strategies" 3. ILO#4 - Cultural Awareness - "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions") 4. ILO#5 - Community and Environmental Responsibility - "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts" 5. ILO#3 - Quantitative Literacy - "Application/Analysis" and/or "Assumptions"

(No response)