

Course Assessment - Part A: Your Plan

COMPLETE

#580

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.

OS 131- 10-Key for Business- Bill Hughitt- 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**

Complete an employment style 10-Key assessment with 8000 KPH and 98% accuracy.

*** Outcome #2**

Evaluate features in printing calculators that would be helpful in an office environment.

*** Outcome #3**

Discuss the importance of proper hand position for 10-Key number entry, as well as the need to watch the material they are working from instead of the keypad.

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

Yes

If yes, are you assessing different outcomes?

No

Comments:

(No response)

2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes

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

*** 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**

Students will complete the Ten Key Project assignment correctly.

*** 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? Outcome #1:**

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

*** Outcome #2: 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 #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

Did you need to apply Critical Thinking/Problem Solving skills for completing the The Ten Key Project?

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)

NO

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 - "Student Position" and/or "Evaluate Potential Solutions" 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)