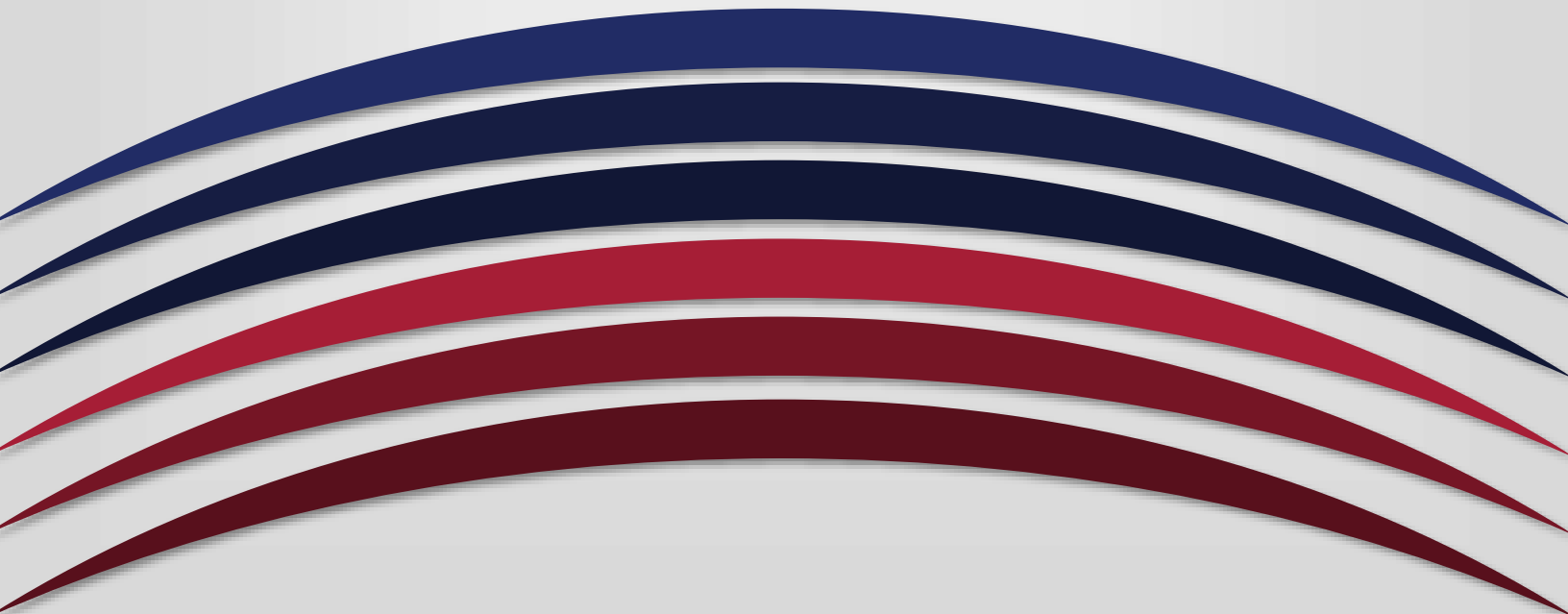# UNIVERSITY OF ARKANSAS
PULASKI TECH

Assessment Report:
2020-2021:
(BUS 1153 Keyboarding I)

1. Name of individual compiling report: *Rebecca Sterling*

2. Date of submission: *October 13, 2021*

3. Is the assessment plan (<mark>*Check or highlight one*</mark>)

☐ an initial plan for the   ☐ a revision of an old plan   ☒ unaltered from
program   previous year

Course-Level Learning Outcomes-

1. What are the Course-Level Outcomes (CLOs)?

After completing this course, the student will be able to:

1. Demonstrate touch method to alphanumeric keys/symbols with an identified level of speed and accuracy.
2. The student will demonstrate correct touch keyboarding techniques.
    Objective 1: Students will demonstrate eyes on copy, correct fingering, good techniques, and appropriate posture while operating the keyboard.
    a. Feet placed appropriately for balance
    b. Center body to the "H" key with elbows at sides.
    c. Sit up straight
    d. Curve fingers over the home row keys
    e. Keep wrists off the keyboard
    f. Keep eyes on printed copy
    g. Key by touch
3. Demonstrate text formatting of documents
4. Identify and apply proofreader's marks on keyed copy.

2. Which CLOs were addressed for this academic year? (2020-2021)

1. Demonstrate touch method to alphanumeric keys/symbols with an identified level of speed and accuracy.
2. The student will demonstrate correct touch keyboarding techniques.
    Objective 1: Students will demonstrate eyes on copy, correct fingering, good techniques, and appropriate posture while operating the keyboard.
    a. Feet placed appropriately for balance
    b. Center body to the "H" key with elbows at sides.
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    d.   Curve fingers over the home row keys
    e.   Keep wrists off the keyboard
    f.   Keep eyes on printed copy
    g.   Key by touch

3. Which CLOs are being addressed in your assessment plan next academic year? (2021-2022)

Basically the same…the only thing you really can assess in keyboarding I is Speed, Accuracy and Typing Technique.

4. Explain the assessment cycle.

It is the same every semester for Keyboarding I – I the only thing you really can assess in Keyboarding I is Speed, Accuracy and Typing Technique.

5. What are the assessment methods? Are they direct or indirect?

Pre-test and Post-test – Direct

At the beginning of the semester, I give a 3-minute timed writing and at the end of the semester I give the same 3-minute timed writing and then compare and contrast the results. I require 3 errors of less on the 3-minute timed writing.

6. What are the assessment goal(s)?

Individual student improvement in both speed and accuracy through the use of correct typing techniques.

Problems with statistics: If the class scored so low that they can only go up, or the class score so high little improvement will be indicated in the post-test scores. It is difficult to improve speed and accuracy in a class that meets for 16 weeks, 2 times a week for an hour and a half each class period. It takes time and practice to increase speed in larger increments.

7. What were the findings for this academic year? (2020-2021)

Spring 2021 - On or about the first day of class, we took a 3-minute timed writing. On the last day of class, the students took the same timed writing for a pre and post assessment.

The class (BUS 1153 Section 07S) began with 8 students. One student dropped; one quit working after Unit 1; another student quit working after Unit 2 and one student had an incomplete. Over the semester in the class, the average student increased their WPM (Words Per Minute) by 8 WPM each and reduced their errors to 0. Two students had no change in WPM or in the reduction of errors.

SPEED WPM	Slower than 15 WPM	15-19 wpm	20-24 wpm	25-34 wpm	35-40 wpm	Faster than 41 wpm	TOTAL
Words per Minute (Pre-class & Post-class) Record the best timing for each student based on no more than 4 errors per 3-minute keyboarding test.							
Pre-Test	1	2	2	1	1	1	8
Post -Test	0	0	1	1	1	2	*5

* Note: 3 students did not take the post-test

As to Technique Mastery:

The students in the range of below 15-19 WPM still depend on looking at the keys all the time. The students in the range of 20-34 WPM look at the keys some of the time and the students in the range of 35-faster than 41 WPM – know the key and keys correctly by touch.

8. What is your analysis of the findings?

Improving typing skill takes time and practice. To improve your typing skill by more than 20 words a minute, will take more time than the students get in an hour and a half class that meets two times a week for 16 weeks. There are students that improve more than 10 words per minute, but this is the average.

What I am teaching is the correct typing techniques and improving speed by the techniques while improving their accuracy. I ask the students to complete their timed writings with 0 errors from day 1. The students start with a timed writing of 13 wpm goal with 3 errors or less. With each lesson the speed requirement in increased by 2 wpm. Once the students have determined to meet the accuracy requirements and follow the correct typing techniques, the speed will come organically.

New Student learning goal: Students will demonstrate an acceptable level of keyboarding skills of 25 or more WPM; minimizing errors to no more than three errors in a 3-minute timed writing.

9. **What is the action plan for the next academic year? (2021-2022) Explain.**

Continue the current plan.