



UNIVERSITY OF ARKANSAS
PULASKI TECH

Course-Level Assessment Report

Course: BUS 1153 Keyboarding

I_____

Academic Year: __2021-2022__

**Due to Chair/Program Director and Faculty Assessment Chair by
September 1**



1. Name of course: BUS 1153 Keyboarding I
2. Name of individual(s) compiling report: Rebecca Sterling
3. Date of submission: August 26, 2022
4. Academic year: 2021-2022

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. Demonstrate the proper techniques necessary for the operation of the keyboard.
3. Demonstrate text formatting of documents.
4. Identify and apply proofreader's marks on keyed copy.

2. Which CLOs were addressed for the academic year?

1. Demonstrate touch method to alphanumeric keys/symbols with an identified level of speed and accuracy.
2. Demonstrate the proper techniques necessary for the operation of the keyboard.

3. Which CLOs are being addressed in your assessment plan in the upcoming academic year?

CLO 1: Student will draft and format in the approved manner a grammatically correct business letter with 75% minimum accuracy.

CLO 2: Student will draft and format in the approved manner a grammatically correct email with 75% minimum accuracy.

4. How does this report connect or map to program-level or institutional-level outcomes?

(ILO link: <https://uaptc.edu/college-academics/resources/student-learning-outcomes>
PLO list will vary depending on your Program.)

Institutional Learning Outcome

**2. Appropriately apply a variety of technology tools within one's discipline.
(Technology Literacy)**

This may include the ability to:

- Acquire information,
- Solve real-world problems,
- Communicate, and/or
- Perform tasks and processes.

For each Course Level Outcome assessed this academic year, please complete the chart below, providing the assessment data for both fall and spring, and then a total for the academic year.

<p>Assessment Methods- How did you assess student learning (define direct assessment methods used) in relation to the course level outcome being reported?</p> <p><i>Note: If more than one assessment method was used, you may insert an additional row.</i></p>	<p>Pre-test and Post-test – Direct</p> <p>At the beginning of the semester, I give a 3-minute timed writing (22C – 28 wpm/3'/5e) 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 or less on the 3-minute timed writing.</p>	
<p>Were indirect assessment methods also used to assess students? If 'yes', please describe the method used.</p>	<p>Yes</p>	<p>No</p>
<p>How do you define success for an individual student on the CLO</p>	<p>Individual student improvement in both speed and accuracy through the use of correct typing techniques.</p>	

assessment assignment or measure?		
How do you define success for the course level outcome? What is the benchmark for the Course Level Outcome?	70% of 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.	
How many students completed the assessment, and how many were successful?	Fall 11 students assessed 7 successful (63.6% success rate)	Spring 17 students assessed 14 successful (82.3% success rate)
Academic Year Total (add the numbers from Fall and Spring)	28 students assessed 21 successful (75% success rate)	
Was the benchmark/goal for this academic year met?	Yes	No
Were standardized rubrics, tests, or checklists used?	Yes	No

5. What is your analysis of the findings?

For CLO 1 & CLO 2 - Improving typing skill takes time and practice. To improve typing skills by more than 20 words a minute, will take more time than the students have in an hour and a half class that meets two times a week for 16 weeks. There are students that will 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 with the correct typing techniques, the speed will come organically.

6. What is the action plan for the upcoming academic year?
Explain.

Continue current plan and add the following CLO's:

CLO 1: Student will draft and format in the approved manner a grammatically correct business letter with 75% minimum accuracy.

CLO 2: Student will draft and format in the approved manner a grammatically correct email with 75% minimum accuracy.