Course Title: IST 101 Basic Keyboarding

Course Leader: Karen Weil-Yates

Expected Learning Outcomes for Course

- *Students will be able to key a minimum of 20 words per minute with no errors to receive a passing grade*
- *Students will be able to proofread their work by finding and identifying their errors.*

Assessment
(How do students demonstrate achievement of these outcomes?)

Students complete hands-on keyboarding lessons using software provided by the book publisher; scores are recorded for the 2nd half of the Lessons (allowing for a learning curve); students take a timed typings throughout the course and the two best are recorded (with a minimum of 20 wpm with no errors permitted). Students take a written exam demonstrating their knowledge of proofreading, counting errors, basic keying skills, ergonomics, and grammar/punctuation.

Validation
(What methods are used to validate your assessment?)

The software used is developed by the textbook publisher (Glencoe a national textbook publisher). The course content and assessments were evaluated by Karen Teach (IST adjunct faculty and teacher at Clear Spring High School, Clear Spring, MD) and Angel Booth (IST adjunct faculty and teacher at Fannett-Metal High School, Fannettsburg, PA).

(Evaluations are pending)
Results
(What does the data show?)

Students consistently pass with a C or better (I have had one failure in 7 years at MCTC).

Follow-up
(How have you used the data to improve student learning?)

Most of my sections have been at MCTC—thus my follow-up is directed at the results from students in those sections. Classes have changed from a 3-week venue to a 7.5 week venue; student wpm are improving; they have a longer period of time to improve their skills.

Budget Justification
(What resources are necessary to improve student learning?)