

**Course Title: IST 101 Basic Keyboarding**

**Course Leader: Karen Weil-Yates; course is taught primarily by an adjunct, Bonnie Errico**

**Expected Learning Outcomes for Course**

- *Students will be able to key a minimum of 22 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 2<sup>nd</sup> 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 22 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 (Paradigm, national textbook publisher). Students access their drills, practice sets on-line through Paradigm’s Snap course module; thus we do not have to be concerned whether everyone has the right software installed, the correct operating systems or a powerful enough system—they can access the software from anywhere using the Internet. The course content and assessments were evaluated by Karen Teach (IST adjunct faculty and teacher at Clear Spring High School, Clear Spring, MD. Karen recommended that the WPM be upgraded to 22 during the Fall 2009 Advisory committee meeting.

**Results**

(What does the data show?)

I evaluate students on a Credit-by-Exam basis; these students do not do the Lessons portions of the course. They take the written exam and two timed typings. I have a 100% pass rate; most exams are in the 80% or better range.

I contacted B Enrico, the adjunct that teaches all sections, and she supplied the following information:

IST 101 SLOA data					
Semester	# students	Average wpm	Average Exam Score	# Pass	# Fail/Not complete
2016	8	24	86	5	3
2017	24	32	74	14	10

## Course Outcomes Guide #4

### **Follow-up**

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

The data shows that the students that complete the course do well above the required wpm of 22; there was an increase of 8wpm in 2017. Test scores decreased but were well above passing. The syllabus for 2018 has been revised to conform with other IST Master Syllabi providing students with more information and details about the course in hopes that there will be a higher completion rate.

### **Budget Justification**

(What resources are necessary to improve student learning?) none; textbook comes with access code for on-line course software.