

Course Title: IST 101 Basic Keyboarding

Course Leader: Karen Weil-Yates; course is taught primarily by an adjunct, Bonnie Errico; course offered in Fall 2019; course cancelled Spring 19

Expected Learning Outcomes for Course

- *Students will be able to use correct finger keying and will be able to key a minimum of 22 words per minute with no errors to receive a passing grade*
- *Students will have an understanding of ergonomics, grammar rules that affect the keyboardist, and be able to proofread their work.*

Assessment

(How do students demonstrate achievement of these outcomes?)

Students complete hands-on keyboarding lessons using online software provided by the book publisher; scores are as completed or not completed (this allows for a learning curve for beginning students). Students take a two-part final. The timed writing is taken twice with the best score being used for part of the grade. Students take a written exam demonstrating their knowledge of proofreading, 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.

Results

(What does the data show?)

Student can be evaluated 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 writings. I have a 100% pass rate; most exams are in the 80% or better range.

The SLOA data is as follows:

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
2018	7	42	72	4	2.5

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.