Eastern West Virginia Community and Technical College
COURSE ASSESSMENT REPORT (Blackboard Data)

Course Title and Number: Keyboarding 103	**Academic Term and Year of Assessment Activity (Ex: Fall, 2014):** Fall 2019
Report Submitted By: Seyed Mirkhani	**Number of Students Assessed:** 2
Date Report Submitted: 05/14/2020	**Number of Sections Included:** 1
Course Delivery Format (list all modalities used in sections assessed. Ex: web based, VDL, traditional section, hybrid course, etc.): Hybrid	

Course Role in the Curriculum
Provide a description of the role the course serves in the curriculum (i.e. general education requirement, program technical core, restricted elective, etc.). Note all as appropriate.
This course is required for Administrative Support Technology and is an elective course for the Business Management program. The role of this course in the curriculum was changed and was approved by LOT in March of 2020. This course was replaced by a one credit hour keyboarding and it will not be required for Administrative Support Technology program starting the next academic year.

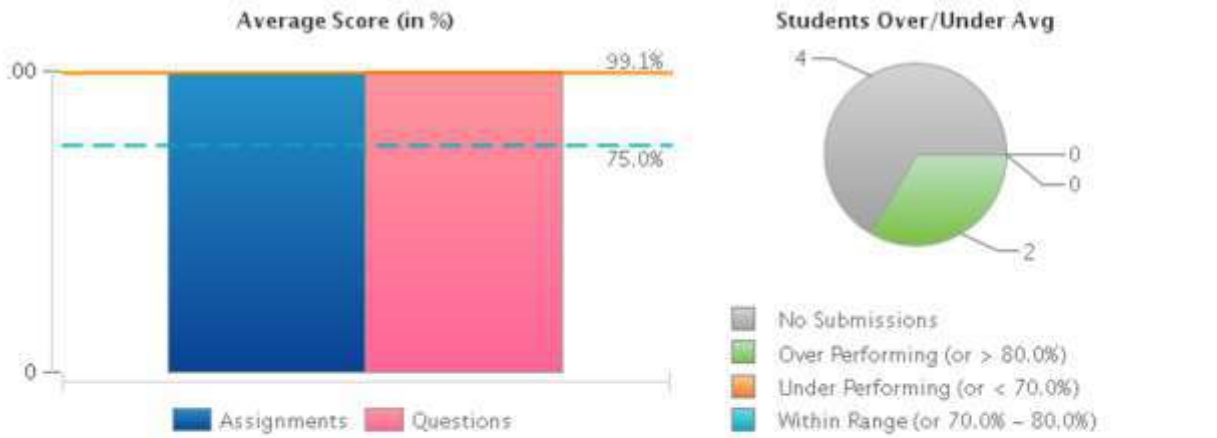| |
|---|
| **Previous Assessment Reports and Results** |
| **Date of Previous Assessment:** This is the first time this course is assessed

Describe the successful elements of the previous report's action plan below.
Refer to any unmet Learning Outcomes in the Action Plan section, following. If appending pages, include notation in box to "See attached". |
| N/A- This is the first time this course is assessed |

Assessment Methods
Provide a description of the assessment process used. Include a description of the instrument and the performance standards in description. Note all methods.
Hands-on practice, homework assignments and multiple-choice questions were used to assess this course. Minimum performance standard was set at 75%.

Assessment Results: Course Overview
All six outcomes of the course were met.

Course Name	Keyboarding
Number of Students	6
Goal/Goal Set	BOS 103
Included Categories	Goals
Report Description	This report displays information showing how a single Blackboard Learn Course performs against a selected set of goals. Performance targets and a range of acceptable performance for the course can be determined when running the report. Data includes averages for the entire course as well as break downs for individual students and goals.

Course Overview

Performance Target	Performance Range	Course Average	Median	Mode	Standard Deviation
75.0%	+/- 5% (or 70% - 80%)	99.1%	100.0%	100.0%	3.8%

Average Score (in %)

99.1%

75.0%

Assignments   Questions

Students Over/Under Avg

4

0
0

2

- No Submissions
- Over Performing (or > 80.0%)
- Under Performing (or < 70.0%)
- Within Range (or 70.0% – 80.0%)

	Average Score (in %)	Performance Offset	Count of Items
Assignments	99.1%	24.1%	14
Questions	100.0%	25.0%	1

Assessment Results: Detail by Goal

Average by Type (Count)

BOS 103 Goals

1. Demonstrate fluency in making various stroke combinations	97.5%	97.5% (4)
2. Demonstrate knowledge in basic word processing skills, business correspondence, and document formatting	99.7%	99.7% (9) 100.0% (1)
3. Operate the alphabetic and numerical keys using the touch method	97.5%	97.5% (4)
4. Key at a minimum of 30 gross words per minute on 3 five-minute timed writings	100.0%	100.0% (1)
5. Identify and correct errors with 100% accuracy as displayed on formatting assignments judged by the instructor	100.0%	100.0% (5)
6. Key corrected copy from draft material containing proofreading marks	100.0%	100.0% (1)

* Please note if using a different minimum performance

Conclusions
Provide a brief summary of conclusions derived based on analysis of data. Append additional pages if necessary. If appending, include notation in box to "See attached".

Six students registered for the course. Two students dropped all their classes, including this class, during the first week of the semester. Two business students decided to take a core business course rather than this elective course. Two Administrative Support Technology students completed the course.

All six outcomes of this course were met. Many students who take this course are familiar with keyboarding and the basics of Microsoft Word. This report is based on the performance of only two students and the numbers generated by this report does not reflect the overall performance of the students in a typical Keyboarding class.

Action Plan and Date for Reassessment
Identify an action plan for improvement or maintaining current performance levels including outcomes identified for re-assessment, curriculum revision, LOT proposal, new or revised course activities to reinforce learning outcomes, etc. Append additional pages if necessary. If appending, include notation in box to "See attached".

The Administrative Support Technology curriculum was revised this spring semester. This course was removed from the list of required courses for AST students. As a result, this course will only be offered as an elective course. If there is a demand by the business management students, it will be assessed if it is offered again.
Date for Reassessment: N/A

Approved Assessment Committee:
Approved LOT:

Assessment Committee Recommendation/Approval (To be posted by Assessment Committee Chair)
X Approved as presented ☐ Approved with recommendations for future reports (Explanation Required) ☐ Resubmission Required. Reason for Resubmission: **Date: 6/26/2020**

Approved Assessment Committee:
Approved LOT: