**Student Learning Outcome (SLO) Assessment**

Course Alpha and Number: Bus 155  
Course Title: Business Calculations  
Name(s) of Instructor(s): Jean Hara, Joyce Lighthill, Normadeene Musick  
Division: Business Technology  
Date: Spring 2004

**What Student Learning Outcome was assessed?**

Students will input numbers from a 19-key pad at a speed of 100 net depressions per minute (dpm) on a five-minute addition timing with no more than one (1) error.

**Phase 1**

A. **Describe the assessment tool (test, survey, rubric, etc.) used. Cut and paste your tool below if possible.**

Collected from each instructor teaching the BUS 155 Business Calculations class during the Spring 2004 semester a total of three of the best five-minute timings for each of the selected Business Technology (formerly Office Administration & Technology)-major students. A rubric is attached.

B. **Who was the data collected from? How many were collected?**

Timings were collected from 14 students who were declared Business Technology majors.

C. **What were the results of the assessment?**

Ten students out of 14 (71%) reached 100 ndpm on a five-minute addition timing with no more than one error.  
Ten students out of 12 (83%) if only students attending regularly are counted reached 100 ndpm on a five-minute addition timing with no more than one error.  
(Two of the 14 students had stopped attending classes and did not officially withdraw).
D. What changes are needed based on your assessment?

In the future those students who have stopped attending classes and have not officially withdrawn will not be used in the total for calculating actual levels of performance.

Phase 2

E. What changes were implemented as a result of your initial assessment?

No changes. This was the initial assessment

F. What were the results of those changes?

N/A

G. What will be done for the next assessment of this course?

In the future those students who have stopped attending classes and have not officially withdrawn will not be used in the total for calculating actual levels of performance.
OAT 125B – Numeric Keypad
5-Minute Adding Skill Tests

<table>
<thead>
<tr>
<th>Test Number</th>
<th>Name _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Number _______</td>
</tr>
<tr>
<td>Instructor’s Approval</td>
<td>Score % _______</td>
</tr>
</tbody>
</table>

**GDPM and NDPM Calculations**

Number of completed columns
Multiply depressions per column
(on test page)

\[ \text{Subtotal} = x \]

Add extra depressions for partial columns
(if applicable)

\[ \text{Subtotal} = \quad + \]

Divide by 5 (gross depressions per minute)

\[ \text{GDPM} = \frac{\text{Subtotal}}{5} \]

Errors? See scoring chart
Subtract 10 points for one error if allowed

TOTAL NET DEPRESSIONS PER MINUTE

<table>
<thead>
<tr>
<th>NDPM</th>
<th>Score%</th>
<th>NDPM</th>
<th>Score%</th>
<th>NDPM</th>
<th>Score%</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-101</td>
<td>70</td>
<td>120-121</td>
<td>80</td>
<td>140-141</td>
<td>90</td>
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<tr>
<td>102-103</td>
<td>71</td>
<td>122-123</td>
<td>81</td>
<td>142-143</td>
<td>91</td>
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<tr>
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<td>72</td>
<td>124-125</td>
<td>82</td>
<td>144-145</td>
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<tr>
<td>106-107</td>
<td>73</td>
<td>126-127</td>
<td>83</td>
<td>146-147</td>
<td>93</td>
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<td>84</td>
<td>148-149</td>
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<tr>
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<td>156-157</td>
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<td>79</td>
<td>138-139</td>
<td>89</td>
<td>158-159</td>
<td>99</td>
</tr>
</tbody>
</table>

**Errors**

GDPM = Under 100
No errors allowed

GDPM = 100 or above
One (1) error allowed, but deduct 10 points off GDPM

OAT 125B/K.1 Nov/Fall 1999