BUS104 - Keyboarding

Document Type: Master Course Outline
Proposal Type: Revision
Requester(s): Rebecca Yedlin
College: South

Origination Approved: 04/25/2013 - 9:08 AM

BASIC INFORMATION

Requester(s): Rebecca Yedlin
College: South Seattle Community College
Division/Dept: Professional Technical
Dean: Duncan G Burgess

COURSE INFORMATION

Proposed Course Number:
Prefix: BUS Number: 104
☐ Request a new Prefix
☐ This will be a common course

Full Title: Keyboarding
Abbreviated Title: Keyboarding

Catalog Course Description:
This course in beginning keyboarding is taught using professional keyboarding software on the personal computer for those with no keyboarding experience. The emphasis in this course is on the basic skill needed for speed and accuracy in keyboard applications. Open enrollment/exit. S/NC grade.

Course Length: 11 Weeks ☐ Request an Exception

Course Prerequisite(s):
Compass: Writing 68, Reading 81, Math 50 or by instructor permission.

Topical Outline:
I. Identify computer system components
II. Demonstrate proper care of equipment
III. Demonstrate proper keyboarding techniques
IV. Learn the touch method in operating the computer
V. Learn the touch method in operating the numeric keyboard or 10-key pad
VI. Become aware of the leadership role and work ethics in organizations
VII. Become aware of repetitive motion injury

COURSE CODING

Funding Source: 1.................State
Institutional Intent: 21..................Vocational Preparatory

This Course is a requirement for the following program(s):

(No Programs Selected)

☑ My Course Proposal is a requirement for a program not on this list

Program Title/Description/Notes:
- Accounting Certificate
- Accounting AAS Degree
- Accounting AAS-T Degree

Will this course transfer to a 4-year university? No

Is this course designed for Limited English Proficiency? No

Is this course designed for Academic Disadvantaged? No

Does this course have a Workplace Training component? No

CIP Code: 52.0204

EPC Code: 547

Credits:
- Will this course be offered as Variable Credit? No
- No

List Course Contact Hours
- Lecture (11 Contact Hours : 1 Credit) 11
- Lab (22 Contact Hours : 1 Credit) 44
- Clinical Work (33 Contact Hours : 1 Credit) 0
- Other (55 Contact Hours : 1 Credit) 0

Total Contact Hours 55
Total Credits 3
This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

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<tr>
<td>Rebecca Yedlin</td>
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<td>4/3/2013</td>
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Dean:

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<td>Duncan G Burgess</td>
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Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- [X] Recommended for approval
- [ ] Not recommended for approval

Chairman, Curriculum Coordinating Council:

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<td>Tim Walsh</td>
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Vice President for Instruction:

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