BUS106 - Keyboarding/Skillbuilding

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: 106
Request a new Prefix
This will be a common course

Full Title: Keyboarding/Skillbuilding
Abbreviated Title: Keyboarding/Skillbuild

Catalog Course Description:
This course is designed to develop speed and accuracy of letter and number keys through extensive use of drills and timings. Open enrollment/exit. S/NC grade.

Course Length: 11 Weeks

Course Prerequisite(s):
BUS 104 or keyboard typing of 25 wpm. Compass: Writing 68, Reading 81, Math 50 or by instructor permission.

Topical Outline:

1. Introduction to program 1
2. Review of alphabetic keys 10
3. Learning number keys 2
4. Learning symbol keys 2
5. Diagnostic Practice 20
6. Progressive Practice 20

Total Hours 55
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:
Optional substitution for required course Bus 104:

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
☐ Request Specific CIP Code

EPC Code: 547
☐ Request Specific EPC Code

Credits:
Will this course be offered as Variable Credit? 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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<tbody>
<tr>
<td>Rebecca Yedlin</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

- [ ] Recommended for approval
- [ ] Not recommended for approval
- [x] This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

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<tr>
<td>Tim Walsh (Admin)</td>
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Vice President for Instruction:

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<td>Donna Miller-Parker</td>
<td>Donna Miller-Parker</td>
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