

Cerro Coso College

# Course Outline of Record Report

05/07/2020

## BSOTC133 : Advanced Computer Keyboarding

### General Information

<b>Author (s):</b>	<ul style="list-style-type: none"> <li>• Karen O'Connor</li> <li>• Kinnan, Tammy</li> <li>• Hightower, Matthew</li> </ul>
<b>Attachments:</b>	Keyboarding_III.docx
<b>Course Code (CB01) (CB01) :</b>	BSOTC133
<b>Course Title (CB02) (CB02) :</b>	Advanced Computer Keyboarding
<b>Department:</b>	Business Information Technolog
<b>Proposal Start:</b>	Fall 2020
<b>TOP Code (CB03) :</b>	(0514.00) Office Technology/Office Computer Applications
<b>SAM Code (CB09) (CB09) :</b>	Clearly Occupational
<b>Distance Education Approved:</b>	Yes
<b>Course Control Number (CB00) (CB00) :</b>	CCC000373170
<b>Curriculum Committee Approval Date:</b>	10/18/2019
<b>Board of Trustees Approval Date:</b>	12/12/2019
<b>External Review Approval Date:</b>	12/12/2019
<b>Course Description:</b>	This is an advanced-level keyboarding course that builds on an intermediate keyboarding foundation with correct touch-typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-key numeric keypad. Skill-building includes document production with advanced formatting using MS Word and individualized remedial drills. Successful completion of this class results in minimum keyboarding speed of 45 net words per minute (wpm) or better on a five-minute timed writing.
<b>Submission Type:</b>	Change to Content  Input C-ID, Method of Instruction, Method of Evaluation, SLO's and achievement levels, and Delivery Methods, Textbook, and Distance Education. Credit by exam is also added. Last assessed in Spring 2014. Added various discussions relevant to success. Students now submit a variety of documents.

### Faculty Minimum Qualifications

<b>Master Discipline Preferred:</b>	No value
<b>Alternate Master Discipline Preferred:</b>	No value
<b>Bachelors or Associates Discipline Preferred:</b>	<ul style="list-style-type: none"> <li>• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)</li> </ul>
<b>Additional Bachelors or Associates Discipline:</b>	<ul style="list-style-type: none"> <li>• Computer Information Systems (Computer network installation, microcomputer technology, computer applications)</li> </ul>

**Course Formerly Known As**

**Course Formerly Known As**  
No Value

**Course Development Options**

<p><b>Basic Skills Status (CB08) (CB08)</b> Course is not a basic skills course.</p> <p><input checked="" type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge</p> <p><b>Rationale For Credit By Exam/Challenge</b> It is possible that students may come into the program with basic keyboarding skills, so we want to be able to accommodate their existing skills as credit where appropriate.</p>	<p><b>Course Special Class Status (CB13) (CB13)</b> Course is not a special class.</p> <p><b>Allowed Number of Retakes</b> 0</p> <p><b>Retake Policy Description</b> Type: Non-Repeatable Credit</p>	<p><b>Grade Options</b></p> <ul style="list-style-type: none"> <li>• Letter Grade methods</li> <li>• Pass/No Pass</li> </ul> <p><b>Course Prior to College Level (CB21)</b> Not applicable.</p> <p><input checked="" type="checkbox"/> Allow Students To Audit Course</p>
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**Associated Programs**

Course is part of a program (CB24)

Associated Program	Award Type
CC Business Office Technology	A.S. Degree Major
CC Business Office Technology-	Certificate of Achievement

**Transferability & Gen. Ed. Options**

<b>Transferability</b> Transferable to CSU only	<b>Transferability Status</b> Approved
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C-ID	Categories	Transferability Status	Comparable Course
Office Technology/Business Information Worker	C-ID discipline	Pending	BSOT130

## Units and Hours

### Summary

<b>Minimum Credit Units (CB07) (CB07)</b>	1	<b>Total Course In-Class (Contact) Hours</b>	36	<b>Total Student Learning Hours</b>	54
<b>Maximum Credit Units (CB06) (CB06)</b>	1	<b>Total Course Out-of-Class Hours</b>	18	<b>Faculty Load</b>	-

### Credit / Non-Credit Options

<b>Course Credit Status (CB04) (CB04)</b>	<b>Course Non Credit Category (CB22) (CB22)</b>	<b>Non-Credit Characteristics</b>
Credit - Degree Applicable	Credit Course.	No value

<b>Course Classification Code (CB11) (CB11)</b>	<b>Funding Agency Category (CB23) (CB23)</b>	<input type="checkbox"/> Cooperative Work Experience Education Status (CB10) (CB10)
Credit Course.	Not Applicable.	
<input type="checkbox"/> Variable Credit Course		

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0.5	1
Lab Hours	1.5	-
Activity Hours	-	-

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	9
Lab	27
Activity	-
<b>Total</b>	36
<b>Course Out-Of-Class Hours</b>	
Lecture	18
Lab	-
Activity	-
<b>Total</b>	18

### Time Commitment Notes for Students

No value

### Faculty Load

**Extra Duty:** - **Faculty Load:** -

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No value	No value	No value	No value

**Requisites****Prerequisite****BSOTC132 - Intermediate Computer Keyboarding**

Students must be able to start this course with the ability to demonstrate correct keystroke techniques at the minimum of 30 net words per minute (BSOT C132), in order to be able to meet the outcome for success at 45 net words per minute by the time they finish this course.

**Entrance Skills**

Skill	Content Review
No value	No value

**Limitations on Enrollment**

Limitation	Provide Rationale
No value	No value

**Specifications**

Methods of Instruction	Methods of Instruction Rationale
Skills Development and Performance	Thirty lessons are presented via Skills Assessment Management (SAM) that allow for skill-building and remediation cycles in order to increase keyboarding speed and accuracy to a level that at least meets the outcomes for this course. Select portions of the lessons are also submitted to the learning management system.
Lecture	Lecture notes are provided in conjunction with the textbook lessons that guide students through development of skills.
Laboratory	Students key straight-copy work from the text and from the computer screen for the alphabetic and numeric keys. Document production is also completed as well as simulated office work sets.

Demonstration	Discussions are initiated weekly on relevant topics including keyboarding concepts and topics relevant to college success and student resources.			
<b>Assignments</b>				
A. Students read textbook chapters and complete keyboarding lessons using keyboarding software that is trackable by the instructor. For example, in Lesson 47 Drill 2 and 3 students practice use of footnotes and endnotes for reference in a report.				
B. Additional activities include warm-up drills, review of keys and reaches, textbook keying, skill-building, and five-minute timed writings.				
<b>Methods of Evaluation</b>		<b>Methods of Evaluation Rationale</b>		
Homework		Five-minute timed writings and keyboarding drills are embedded throughout the course to develop speed and accuracy and keep the student aware of progress and keystrokes that need improvement.		
Project		Students complete thirty-five lessons that allow for skill-building, advanced document production, and remediation cycles in order to increase keyboarding speed and accuracy to a level that at least meets the outcomes for this course.		
Tests		Keyboarding speed and accuracy are assessed and scored by a pre- and post-test.		
Distance Education Description: how outcomes are evaluated		Students are to complete all weekly assigned activities, including discussions, as designated in the learning management software. Assignments are mapped to student learning outcomes.		
<b>Equipment</b>				
No Value				
<b>Textbooks</b>				
<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Date</b>	<b>ISBN</b>
Van Huss, Susie H.; Forde, Connie M.; Woo, Donna L.	Keyboarding and Word Processing Complete Lessons 1-110	Cengage Learning	2017	978-337-10327-5
<b>Other Instructional Materials</b>				
<b>Description</b>	Students require Skills Assessment Management (SAM) keyboarding account code or Cengage Unlimited.			
<b>Author</b>	No value			
<b>Citation</b>	No value			
<b>Description</b>	Software: Microsoft Word 2016 or better edition. Microsoft Word is part of the Microsoft Office application software package. Word is the primary word processing software used by business and industry.			
<b>Author</b>	No value			
<b>Citation</b>	No value			

**Materials Fee**

No

**Learning Outcomes and Objectives****Course Objectives**

No value

**CSLOs**

Touch key with speed and accuracy to a minimum of 45 net words per minute on a five-minute timed writing. Expected SLO Performance: 75.0

Accurately and efficiently prepare block and modified block multiple-page letters, memorandum, multiple-page reports, and tables. Expected SLO Performance: 75.0

Apply keyboarding skills to creation of employment documents including resumes and employment letters. Expected SLO Performance: 75.0

**Outline****Outline**

- I. Key-stroking Accuracy Review
  - a. Correct key-stroking for alphabet keys in sentences and paragraphs
  - b. Correct key-stroking for numeric keys in sentences and paragraphs
  - c. Correct key-stroking for punctuation/symbol keys
  - d. Correct key-stroking for 10-key numeric keypad
- II. Keyboarding Speed Drills
  - a. Five-minute timed writings
  - b. Skill-building using intermediate word processing methods
- III. Document Formatting and Production
  - a. Memorandum
  - b. Multi page letters
  - c. Tables
  - d. Multiple-page reports
  - e. Proofreading

**Lab Outline**

1. Students perform key-stroking accuracy review.
2. Students complete keyboarding speed drills.
3. Students produce and apply proofreading skills to documents including memorandum, multi-page letters, tables, multi-page reports, and employment documents.

## Delivery Methods

**Delivery Method:** Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

- Face to face
- Online (purely online no face-to-face contact)
- Online with some required face-to-face meetings ("Hybrid")
- iTV – Interactive video = Face to face course with significant required activities in a distance modality

**Rigor Statement:** Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section? Describe the ways in which instructor-student contact and student-student contact will be facilitated in the distance ed environments.

All paper assignments are identical to those in an onsite class, except that they are uploaded to the course shell into a learning management system as an attachment. Weekly class discussions including student to student contact are conducted by means of online discussion forums within a learning management system. Uploaded quizzes or exams accessible through the class web site are used. Feedback in online discussion forums and through e-mail is used. Substantive critiques of all projects and at least general responses to discussion posts are provided. Rubrics, stated in the syllabus, are used to evaluate online discussion work but are not required. As with any on-ground class, departmental rubrics are used to guide the assessment of assignments.

**Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course.** -Learning Management System -Discussion Forums -Message -Other Contact - Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other

- Discussion Forums
- Message
- Chat/Instant Messaging
- E-mail
- Newsgroup/Discussion Board

**Software and Equipment:** What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

The learning management system is accessible and compatible with support programs such as Kurzweil 3000. Faculty will use the Canvas accessibility checker, along with other resources provided by our Distance Education Director, to ensure all learning materials are accessible, including but not limited to documents, pdfs, OERs, external websites, and videos.

**Accessibility:** Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

- Learning management system

**Class Size:** Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

The class size is from 25 to 45 students.