LSC Use Only No: LSC Action-D	ate: UWUCC USE			enate Action Date:	
	02-0	786 Ap	p-4/22/03	App-4/291	
Curriculum Proposal Cover S	heet - University-	Wide Undergra	duate Curriculum (	Committee	
Contact Person			Email Address		
LeAnn Wilkie			wilkie@iup.edu		
Proposing Department/Unit Technology Support and Training			Phone 7-3003		
Check all appropriate lines and comp	olete information as	requested. Use		et for each course	
proposal and for each program propos	al.				
Course Proposals (check all that application)  New Course	ply) Course Prefix Ch	ange	Course De	letion	
X Course Revision	X Course Number	and/or Title Chan	ge <u>X</u> Catalog I	Description Change	
BTED 130 Keyboarding		DTED 120 K	and a suding for Edu		
Current Course prefix, number and full title	Current Course prefix, number and full title  BTED 130 Keyboarding for Edu  Proposed course prefix, number and full title, if				
2. Additional Course Designations: check if appropriate  This course is also proposed as a Liberal Studies Course.  This course is also proposed as an Honors College Course.  Pan-African)					
3. Program Proposals New Degree Program New Minor Program	Catalog Des	scription Change tle Change	Program	m Revision	
Current program name		Proposed program n	ame, if changing		
4. Approvals				Date	
Department Curriculum Committee Chair(s)	Leann ,	Wilkie		2-4-03	
Department Chair(s)	Lindu	Spert		2-4-03	
College Curriculum Committee Chair	Juston (1) han	ih.		2-27-03	
College Deany	Roup Co			2/27/03	
Director of Liberal Studies *	1000	0	¥	1-119	
Director of Honors College *					
Provost *					
Additional signatures as appropriate:	Jared Don	naraclu	TECC	3-12-03	
(include title)	Selim		COST	312-03	
UWUCC Co-Chairs	July 233.		,		
o w occ co-chairs	Ga=0 5 &	hust		4/22/03	
RECEIVED * where applicable		7		, , , , , ,	

11

APR 2 2 2003

### **BTED 130 Keyboarding for Educators**

1 class hour0 lab hours1 credit hour

(1c-0l-1cr)

## I. Catalog Description

A class designed to provide education majors with the fundamental skills to keyboard information quickly and accurately. Students are introduced to the basic pedagogy of keyboarding in a K-12 classroom. Techniques of basic formatting and speed and accuracy building are also covered.

Corequisite: BTED 311

## II. Course Objectives

Students will be able to:

- 1. Name and give the functions of the basic part of the keyboard.
- 2. Give the meaning of the terms used in the keyboard vocabulary.
- 3. Operate the alphabetic keyboard by keying in information quickly and accurately.
- 4. Type sentences and paragraphs from straight copy material.
- 5. Utilize figures and symbols in the top row of the keyboard and numeric keypad.
- 6. Create and present a basic lesson for a K 12 classroom.

#### **III.** Course Outline

A.	The computer keyboard  1. Basic parts of the keyboard  2. Keyboarding vocabulary	2 hours
B.	Alphabetic keyboarding skills development  1. Homerow keys  2. Shift keys  3. Alphabetic and punctuation keys	4 hours
C.	Top row of keyboard  1. Figures keys  2. Symbols keys	2 hours
D.	Keyboarding techniques and skills improvement  1. Correct keyboarding position  2. Keyboarding measurement	2 hours

# E. Pedagogy of keyboarding

4 hours

Exam

1 hour

#### IV. Evaluation Methods

The final grade will be determined as follows:

30% Three two-minute timed writings with a two-error limit based on the following scale

A B C D F 32+ 27-31 22-26 17-21 below 17

20% Productivity evaluations on formatting

20% Successful completion of <u>all</u> assignments in textbook

30% Basic lesson for K – 12 classroom

### Grading scale:

A = 90 - 100%

B = 80 - 90%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

## V. Course Requirements

- 1. Attendance: Your attendance and your professional attitude are critical for achieving course goals. You are responsible for knowing all information presented in class and for turning in assignments when due. Advance notice of absences is required. Points missed for in-class activities cannot be made up unless notice and reason for the absence are provided. Missing a test without prior arrangements results in a zero (0) for that test. No makeup work is available. University guidelines provide for a maximum of three absences.
- 2. Student participation: Students will be required to create and present a basic lesson in keyboarding to an audience to be determined by the instructor. Additionally, participation in class discussions and completion of other homework are necessary.
- 3. Prerequisites: Beginning with the summer, 2000 term, there will be absolute enforcement of every prerequisite requirement for the coursework offered by the Eberly College of Business and Information Technology. This means that students cannot postpone prerequisites and take them after the course in question.

The Dean's office is responsible for monitoring course prerequisites. Students who manage to register for coursework in spite of the fact that they do not have the appropriate prerequisite will be subject to unilateral withdrawal after the course has commenced. At that time, no appeal will be accepted and adding a different class after the official registration period will not be approved.

## VI. Text Requirement

VanHuss, S. H., Forde, C. M., & Woo, D. L. (2002). College keyboarding:

Keyboarding and word processing, Microsoft Word® 2002, Lessons 1-60. Cincinnati: South-Western.

# VII. Special Requirements

A 3.5 inch diskette

## VIII. Bibliography

Ober, S., Hanson, & Johnson. (2002). Gregg college keyboarding & document processing (9<sup>th</sup> ed.). NY: Glencoe/McGraw-Hill.

Robinson, J. W., Shank, J. A., Hoggatt, J. P., & Crawford, J. (1998).

Keyboarding for computer success. Cincinnati: South-Western.

VanHuss, S. H., Forde, C. M., & Woo, D. L. (2002). College keyboarding:

Keyboarding course: Lessons 1-25 (15th ed.). Cincinnati: South-Western.

### Part II. Description of Curriculum Change

1. BTED 130 – Keyboarding for Educators

1c-01-1cr

A class designed to provide business education students with the fundamental skills to keyboard information quickly and accurately. Students are introduced to the basic pedagogy of keyboarding in a K-12 classroom. Techniques of basic formatting, speed, and accuracy building are also covered.

Corequisite: BTED 311

2. Change 1 – Course title

(old) BTED130 - Keyboarding

(new)BTED130 – Keyboarding for Educators

Change 2 – Changes course description from:

Exception: Course is open to students in all colleges without restriction. Designed to provide students with the fundamental skills to keyboard information quickly and accurately in fourteen one-hour sessions. It is intended for the student who does not require the additional skills included in keyboarding and document formatting, such as letter formats, manuscript typing, and tabulation. Recommended for students in computer science, journalism, management information systems, criminology, etc. (Offered as BE134 prior to 1998-99 and BEDU 130 1999-2000 through 2000-01)

to:

Exception: Course is open to business education majors only. A class designed to provide business education students with the fundamental skills to keyboard information quickly and accurately. Students are introduced to the basic pedagogy of keyboarding in a K-12 classroom. Techniques of basic formatting, speed, and accuracy building are also covered.

Change 3 – Adds corequisite of BTED 311.

3. Justification/rationale for the changes.

The Department of Technology Support and Training no longer teaches keyboarding and document formatting as a standalone course; however, department faculty deemed it necessary for business education majors to have one (1) credit of keyboarding to aid them in meeting certification requirements and accreditation standards. Adding a corequisite of the first course in methods will enable students to learn about one topic of certification while adding the pedagogical skills to teach that topic.

## **BE 130 Keyboarding**

1c-01-1sh

### **Catalog Description**

A class designed to provide students with the fundamental skills to keyboard information quickly and accurately. It is intended for the student who does not require the additional skills included in Keyboarding and Document Formatting, such as letter formats, manuscript typing, and tabulation. Recommended for students in computer science, journalism, criminology, management information systems, etc.

### **Course Participants**

This course is designed to meet the needs of students who want to learn the proper techniques for computer keyboarding to increase productivity and accuracy. The course is designed for all students who want to develop their keyboarding skill.

### Relationship of Course to Departmental Knowledge Base

The Department of Office Systems and Business Education has developed its keyboarding class to assist students in learning the proper method for keyboarding by touch with a high degree of skill.

### **Instructional Strategies**

Discussion and simulation

#### **Text Requirement**

Ober, Poland, et al. Keyboarding for Windows, 4th edition, Glencoe, NY, 1997.

#### **Course Objectives**

When the course has concluded, students will be able to:

- 1. Name and give the functions of the basic part of the keyboard.
- 2. Give the meaning of the terms used in the keyboard vocabulary.
- 3. Operate the alphabetic keyboard by keying in information quickly and accurately.
- 4. Type sentences and paragraphs from straight copy material.
- 5. Utilize figures and symbols in the top row of the keyboard and numeric keypad.
- 6. Maintain a positive and enthusiastic mental attitude toward keyboarding.

#### **Course Outline**

- 1. Know your machine
  - a. Basic parts of the keyboard
  - b. Keyboarding vocabulary
- 2. Developing alphabetic keyboarding skills
  - a. Homerow keys
  - b. Shift keys
  - c. Alphabetic and punctuation keys
  - d. Improvement of keyboarding techniques
- 3. Top row of keyboard
  - a. Operating the figures keys
  - b. Operating the symbols keys
- 4. Improving keyboarding techniques and skills
  - a. Correct keyboarding position
  - b. Keyboarding measurement

### **Supplies Needed**

One 3 1/2" double sided, high density diskette

#### **Evaluation**

• Three two-minute times writings with a two-error limit based on the following scale (50%)

Α	В	C	D	F
32+	27-31	22-26	17-21	below 17

- Productivity evaluations on formatting (25%)
- Successful completion of <u>all</u> assignments in textbook (25%)

## Grading

A = 90 - 100%

B = 80 - 90%

C = 70 - 79%

D = 60 - 69%

F = Below 60%