

CURRICULUM PROPOSAL FORM
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

Number 9 / E
Action _____
Date _____

I. TITLE/AUTHOR OF CHANGE

Name Change: BE 132 from Intermediate Typewriting to
COURSE/PROGRAM TITLE ADVANCED KEYBOARDING AND DOCUMENT FORMATTING

Programs: Bus. Ed. & Office Adm.

DEPARTMENT ASBED

CONTACT PERSON Dr. Virginia C. Demand

II. APPROVALS

V.C. Demand
Department Curriculum Committee

[Signature]
Department Chairperson

[Signature]
College Curriculum Committee

[Signature]
College Dean *

Director of Liberal Studies
(where applicable)

Provost
(where applicable)

* COLLEGE DEAN MUST CONSULT WITH PROVOST BEFORE APPROVING CURRICULUM CHANGES. APPROVAL BY COLLEGE DEAN INDICATES THAT THE PROPOSED CHANGE IS CONSISTENT WITH LONG RANGE PLANNING DOCUMENTS, THAT ALL REQUESTS FOR RESOURCES, MADE AS PART OF THE PROPOSAL, CAN BE MET, AND THAT THE PROPOSAL HAS THE SUPPORT OF THE UNIVERSITY ADMINISTRATION.

III. TIMETABLE

Date Submitted
to UWUCC _____

Semester/Year to be
Implemented FALL 1988-89

Date to be published
in Catalog _____

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

COURSE REVISION

I. CHANGE OF NAME/ASBED DEPARTMENT/CONTACT DR. VIRGINIA C. DEMAND

Change name of "BE132 Intermediate Typewriting" to "BE132 Advanced Keyboarding and Document Formatting"

II. APPROVALS - See Attached

III. TIMETABLE

Effective date: September 1988

Catalog change: As soon as possible after effective date.

IV. DESCRIPTION OF CURRICULUM CHANGE

1. Catalog Description - See Attached

2. Old Title: BE132 Intermediate Typewriting

New Title: BE132 Advanced Keyboarding and Document Formatting

3. This change reflects changing terminology in the field. Other universities are using Keyboarding and Document Formatting or similar terms to replace the term "typewriting."

V. N/A

CATALOG DESCRIPTION

BE132 ADVANCED KEYBOARDING AND DOCUMENT FORMATTING 3 credits

Prerequisite: 2.0 GPA in BE131 or credit by examination.

Emphasis on further development of speed, accuracy, and production ability; use of electronic typewriter includes business letters with special features, business reports, business forms, rough drafts, and manuscripts.

BE131 Principles of Typewriting has historically been a 2-credit course. Although this created credit imbalances for students taking it as a free elective, the Department of Administrative Services and Business Education felt the credits accurately reflected the course content and work required. The following major changes in the course have resulted in our requesting an increase of course credit to 3-credit hours:

-BE131 is no longer a required course for Business/Marketing Education majors or Office Administration majors. They are expected to have had this background either in high school or to take the course as a free elective to fulfill the skill requirement necessary for BE132.

Previously, exemption and placement techniques alone could not keep faster, more advanced students from registering for the elementary course. This created enrollment difficulties, as those students desiring the new skill could not get in since seats were being taken up by those who already had the skills.

By eliminating required credit for the course, students enrolling in BE131 are generally from majors outside of the College of Business, such as Journalism and Criminology. They have very little or no background in keyboarding and document formatting and require additional laboratory hours to complete the 75 lessons included in the course. The proposed one-hour lab requirement a week is minimum a student would be required to spend; most will need several hours' more for speed and accuracy building.

-The current makeup of the class necessitates more emphasis on theory of keyboarding and document formatting. The proposed new BE131 would include 10% of the student's grade based on performance on theory tests. The theory modules are self-paced instructional materials the student learns through out-of-class study (homework); and theory tests are administered in class.

-Several years ago we eliminated a third typewriting course to permit inclusion of a current Information Processing Applications course taught on microcomputers (word processing, electronic spreadsheets, and database). At that time, we were required to place more document production emphasis into each of the remaining two typewriting courses, but a change in credits was not requested.

Based on the increased document formatting, class lessons, lab requirements, and homework, we urge an increase in the amount of credits granted for BE131 to reflect the amount of time and work students put into the course.



Curricular Offering/Change Authorization

Please Check One For Each Form

- ☐ New Course Addition
☐ Course Deletion
☐ Course Number Change
☐ Course Descriptive Title Change
☒ Semester Hours Change

List only one entry per form.
Submit this form to College Dean.

Administrative Services and
Business Education

Department

- ☒ Undergraduate
☐ Graduate

Please list below the full information requested for the course to be added/dropped or changed.

Action	Dept.	Number	Descriptive Title	Semester Hours	Remarks
Add					
Drop					
Change From	BE	131	Keyboarding and Document Formatting	2	
To	BE	131	Keyboarding and Document Formatting	3	

My signature on this form signifies that I, or the approving agency which I chair on the following date approved the inclusion/deletion or changes listed above to the appropriate Master Course File.

Sign and route as follows

1. Scheduling - White
2. Chairperson - Canary
3. College Dean - Pink

Chairperson

Date

Dean of College

Date

Chairperson of Curr. Comm/Grad Council

Date

COURSE REVISION

- I. BE 131 - PRINCIPLES OF TYPEWRITING - INCREASE IN CREDIT FROM 2 TO 3 HOURS (Change-of-name form attached).

Department: ASBED (Administrative Services & Business Education)
Contact Person: Dr. Virginia Demand, Chair
ASBED Curriculum Committee

- II. APPROVALS - See Attached

- III. TIMETABLE

Effective date of course: September 1988

University Catalog: As soon as possible after effective date.

- IV. DESCRIPTION OF THE CURRICULUM CHANGE

1. Catalog Description - See Attached
2. Credit for BE131 will be changed from 2 to 3 hours. (Name change to Keyboarding and Document Formatting I attached.)
3. Old and New Course Syllabi - See Attached
4. Until 1983, three typewriting courses were required for certification in Business Education: BE131 - Principles of Typewriting, BE132 - Intermediate Typewriting, and BE271 - Production Typewriting. The same courses were required in Office Administration.

In 1983, the Production Typewriting was changed to BE274, Word Processing Applications (now BE274, Information Processing Applications), and the production units were moved to the Intermediate course. To be able to pass Intermediate, the students now need more advanced work.

BE131, Principles of Typewriting, is being expanded to include more production typewriting and theory.

- V. LETTERS OF SUPPORT - See Attached