

CURRICULUM PROPOSAL FORM
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

Number	<u>9</u> / <u>F</u>
Action	_____
Date	_____

I. TITLE/AUTHOR OF CHANGE

COURSE/PROGRAM TITLE BE 131--Increase Credit from 2 to 3 hrs. / Business Ed.
Keyboarding and Document Formatting

DEPARTMENT ASBED

CONTACT PERSON Dr. Virginia Demand

II. APPROVALS

Virginia C. Demand
Department Curriculum Committee
Dr. Virginia C. Demand

Sharon Steigmann
Department Chairperson
Dr. Sharon Steigmann

Grace Ryan
College Curriculum Committee
Dr. Grace Ryan

B. Moreau
College Dean *
Dr. B. Moreau

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).

45

CATALOG DESCRIPTION

BE 131 KEYBOARDING AND DOCUMENT FORMATTING

Course Credit - 3 hours

An introductory course emphasizing touch keyboarding techniques which will enable students to input alpha/numeric information efficiently; theory and manipulative skills necessary to format business documents such as letters, memorandums, tabulations, and manuscripts. Specific standards of speed and accuracy are required. A minimum of one hour of laboratory required each week. Credit may be given by examination.

Prerequisite: None

Catalog Description:

Emphasis is placed on the development of correct techniques in typewriting. Students are introduced to the basic styles of business letters, simple tabulations, and one-page manuscripts. Specific standards of speed and accuracy are required.

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. demonstrate correct typewriting techniques.
2. type a minimum of 30 words per minute with 3 or fewer errors.
3. type simple business letters, tabulations, and reports.
4. criticize and evaluate your own work and make proper corrections.

Method of Instruction:

Students who have previous instruction in typewriting will have their skill evaluated to avoid unnecessary repetition of instruction. Slides, cassette tapes, learning guides, a text kit, and instructional personnel will serve to assist you in learning to type correctly.

Measurement Standards:

1. The final semester grade will be based on the following:

<u>Factor</u>	<u>Weight</u>
Speed and accuracy	70%
Production typing	30%

2. Speed and accuracy achievement will be determined on the basis of five-minute timed writings. The three highest scores (GWAM)--within the error limit--achieved by students will be averaged to determine the speed grade. Grades will be based on the scale posted in the room and distributed to students at the start of the semester.
3. Production typing will be evaluated in terms of Net-Production-Rate-A-Minute:

N-PPAM = gross words typed

-10 words for each typing error

-20 words for each format error

total time to complete

Achievement will be graded on the basis of a 30-minute test to be administered upon completion of all the lessons. The test will consist of (1) a simple business letter; (2) a one-page manuscript; and (3) a simple table. The scores achieved will be averaged and a grade assigned in accordance with the schedule posted in the room and distributed to students at the start of the semester.

Procedure:

Depending on the skill evaluation done prior to the start of class, the instructor may determine there are sections of the course which you do not need to complete.

When you enter the room, take your folder from the class box. Determine the lesson and materials you will need. Use your learning guide throughout each lesson. If you believe you can achieve the goals of the performance check without going through the lesson, you may take a pretest on the material. Performance checks must be initialed by the instructor or graduate assistant before you begin and after you complete the check. Time clocks must be set by instructor or a graduate assistant.

When you have finished your work for the day, place the folder with your work in the Typing I box on the front desk. All work must be labeled with name, date, and appropriate lesson or section.

Students are required to practice their typewriting in the lab, as it is difficult to complete the required work in classes alone. During the lab, a graduate assistant is available to distribute materials and make suggestions for improving your skill. You may undertake additional lessons during these lab hours. However, tests (lessons 25 and 50, and the production tests) may not be done in the lab.

Because of limited equipment, materials may not be borrowed from the room.

You are not permitted to type in Room 3 during another scheduled class.

Testing:

The test lessons (25 and 50) and production tests must be done in the testing area (six seats at the front right of the room). When you reach one of these lessons, take a seat in the test section and notify your instructor. Tests must be taken in your scheduled class time, not during lab hours.

PRINCIPLES OF TYPEWRITING

Grading Scale for Speed and Accuracy

GRAM	ALLOWABLE ERRORS	GRADE
50+	5	100
49	5	99
48	5	97
47	5	95
46	5	93
45	5	91
44	4	89
43	4	87
42	4	85
41	4	83
40	4	81
39	4	79
38	4	77
37	4	75
36	4	73
35	4	71
34	3	69
33	3	67
32	3	65
31	3	63
30	3	61
29	3	59
28	3	57
27	3	55
26	3	53
25	3	51

[NEW SYLLABUS]

BE131 KEYBOARDING AND DOCUMENT FORMATTING

3 credits

Prerequisite: None

Catalog Description:

An introductory course emphasizing touch keyboarding techniques which will enable students to input alpha/numeric information efficiently; theory and manipulative skills necessary to format business documents such as letters, memorandums, tabulations, and manuscripts. Specific standards of speed and accuracy are required. / ^{A minimum of one} hour of laboratory required each week. Credit may be given by examination.

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. demonstrate correct touch keyboarding techniques.
2. keyboard a minimum of 30 words per minute with 3 or fewer errors.
3. format simple business letters, tables, and reports.
4. critique and evaluate your own work and make proper corrections.

Method of Instruction:

Students who have previous instruction in keyboarding and document formatting will have their skill evaluated to avoid unnecessary repetition of instruction. Slides, cassette tapes, learning guides, a text kit, and instructional personnel will serve to assist you in learning to keyboard correctly.

Measurement Standards:

1. The final semester grade will be based on the following:

<u>Factor</u>	<u>Weight</u>
Speed and accuracy	70%
Production formatting	20%
Keyboarding and formatting theory	10%

2. Speed and accuracy achievement will be determined on the basis of five-minute timed writings. The three highest scores (GWAM), within the error limit, achieved by students will be averaged to determine the speed grade. Grades will be based on the scale posted in the room and distributed to students at the start of the semester.
3. Document formatting will be evaluated in terms of Net-Production-Rate-A-Minute:

N-PRAM = gross words

-10 words for each typing error
-20 words for each format error

+total time to complete

Achievement will be graded on the basis of a 30-minute test to be administered upon completion of all the lessons. The test will consist of (1) a simple business letter; (2) a one-page manuscript; and (3) a simple table. The scores achieved will be averaged and a grade assigned in accordance with the schedule posted in the room and distributed to students at the start of the semester.

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Depending on the skill evaluation done prior to the start of class, the instructor may determine there are sections of the course which you do not need to complete.

When you enter the room, take your folder from the class box. Determine the lesson and materials you will need. Use your learning guide throughout each lesson. If you believe you can achieve the goals of the performance check without going through the lesson, you may take a pretest on the material. Performance checks must be initialed by the instructor or graduate assistant before you begin and after you complete the check. Time clocks must be set by instructor or a graduate assistant. All formatting work must be labeled with name, date, and appropriate lesson or section.

Students are required to practice in the lab, as it is difficult to complete the required work in classes alone. During the lab, a graduate assistant is available to distribute materials and make suggestions for improving your skill. You may undertake additional lessons during these lab hours. However, tests (lessons 25 and 50, and the production tests) may not be done in the lab.

Because of limited equipment, materials may not be borrowed from the room.

You are not permitted to work in Room 3 during another schedule class.

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January 28, 1988

To whom it may concern:

I am writing in reference to the latest developments centering around the Principles of Typewriting course here at IUP. It has come to my attention that the Department of Administrative Services and Business Education is considering making the course worth 3 sh instead of 2 sh.

As a former student of the class, I feel it would be in the best interest of all concerned to make the course worth 3 sh. While taking the course I spent 3 hours a week in class and an additional 3 to 6 hours in lab each week. It is my opinion that I did not receive adequate credit hours for the amount of time and effort I put forth in the class.

I hope that you will find this information useful and consider my opinion when making your final decision. Thank you.

Sincerely,

Timothy John Surkovich

Timothy John Surkovich

January 25, 1988

Dear Sirs:

I feel the Beginning Typing course at IUP should be a three credit course instead of only two. After taking the course, I know how much work is involved in it. I feel the student puts an adequate amount of time in that course in order to receive three credits. I also feel, just as much time is spent in Beginning Typing as in Intermediate, and they receive three credits, but why not us?

Thank you for taking time to read my opinion.

Sincerely,

Elizabeth Petras

Elizabeth Petras, Student IUP