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UWUCC USE Only 94-33
Number: ~~93-83~~
Submission Date: App 11/29/94
Action-Date: Senate App 2/7/9

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. **CONTACT**

Contact Person _Linda Szul/Sharon Steigmann_ Phone _3003_

Department _Office Systems and Business Education_

II. **PROPOSAL TYPE (Check All Appropriate Lines)**

_____ **COURSE** _____
Suggested 20 character title

_____ New Course* _____
Course Number and Full Title

__X_ Course Revision BE 132 Adv. Keyboarding & Document Formatting
Course Number and Full Title

_____ Liberal Studies Approval + _____
for new or existing course   Course Number and Full Title

_____ Course Deletion _____
Course Number and Full Title

__X_ Number and/or Title Change BE 132
Advanced Keyboarding & Document Formatting
Old Number and/or Full Old Title

BE 132 Computer Keyboarding & Formatting
New Number and/or Full New Title

_X_ Course or Catalog Description Change _____
Course Number and Full Title

_____ **PROGRAM:** _____ Major _____ Minor _____ Track

_____ New Program* _____
Program Name

_____ Program Revision* _____
Program Name

_____ Program Deletion* _____
Program Name

_____ Title Change _____
Old Program Name

_____
New Program Name

III. **Approvals (signatures and date)**

Linda Szul 2-21-94   _[signature]_ 2/21/94
Department Curriculum Committee   Department Chair

[signature]   _[signature]_ 3/24/94
College Curriculum Committee   College Dean

_____   _____
+Director of Liberal Studies (where applicable)   *Provost (where applicable)

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PART II

DESCRIPTION OF CURRICULUM CHANGE

Note: All courses at the 300 and 400 level are open only to students with junior or senior standing. All students, regardless of major or program affiliation, must meet course prerequisite requirements in order to enroll for a given course.

1.   New syllabus of record: see attached

2.   Proposed Changes

     Old Title & Number: BE 132 Advanced Keyboarding and
                           Document Formatting
     Old Prerequisite: BE   131   Keyboarding   and   Document
                           Formatting

     New Title & Number: BE   132   Computer   Keyboarding   and
                           Formatting
     New Prerequisite: BE 131 or by exam

3.   Justification

    In both a teaching environment and a work environment, microcomputers are being utilized rather than typewriters; therefore, our students need to be taught on this medium.

    Students no longer need detailed instruction on the typewriter.

4.   Old syllabus of record: see attached

NEW SYLLABUS OF RECORD

BE 132 - COMPUTER KEYBOARDING & FORMATTING   3 CREDITS

Prerequisite: BE 131 or by EXAM

Catalog Description

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

Text

Duncan, Charles H., Van Huss, Susie H., Warner, S. ElVon, College
Keyboarding/Typewriting, Thirteenth Edition, South-Western Publishing Co.,
Cincinnati, Ohio, 1994.

Workbook: Laboratory Materials, Division Two, Lessons 61-120.

Course Objectives

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

1.   Keyboard from straight copy at a minimum of 46 words per minute with
      five errors or less on a five minute writing.

2.   Keyboard an acceptable speed with more accuracy when doing production
      work including business letters, reports, tables and forms.

3.   Proofread more carefully and correct errors properly.

4.   Use correct keyboarding techniques and procedures on the
      microcomputer.

Evaluation Procedures

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

Factor	Weight
Speed and Accuracy	30%
Production typing	70%

2.   Speed and accuracy achievement will be evaluated on the basis of five-
      minute timed writings. Two timed writings will be recorded from each
      measurement section. The highest ten percentages will be averaged to
      determine the speed/accuracy grade. Grades will be based on the
      progressive scales posted in the room and distributed to all students
      at the beginning of the semester.

3.   Production typing will be evaluated in terms of Net-Production-Rate-A
      Minute: NPRAM = gross words typed
                              - 10 words for a typing error or poor correction
                              - 20 words for a format error

$\frac{*}{?}$ time to complete production

4.   Practice measurements <u>must be completed and evaluated by the instructor</u> before the test measurements are taken.

The "Scales for Production Typing" posted in the room and distributed to all students at the beginning of the semester gives the standards for production by exercise. Production grades from measurement sections will be averaged to obtain the production grade.

Method of Instruction

You are expected to be in class for every session. This course is a competency-based, individualized approach to keyboarding. Students progress at their own speed without being held up by the rest of the class. Course work may be completed before the end of the semester.

Even though students need not be on the same lesson as other students, <u>progress deadlines must be met</u> to complete the course by the end of the semester. It will be necessary for students to attend the lab sessions to keep up with deadlines. Students may work ahead in lab session, but <u>all timed writings and tests (measurements) must be taken in scheduled class periods</u>. Any measurement test or timed writing not taken by the deadline date will become a "0."

A textbook, lab manual and instructional personnel will serve to assist you in learning to key correctly.

Miscellaneous

All production tests must be initialed by the instructor or the graduate assistant before you begin and after you complete the timing. When you have completed a production timing or timed writing, proofread it carefully and determine the NPRAM or WPM and give it to the instructor for evaluation.

After achieving all the exercise goals, permission will be given to advance to the next goal. If the instructor determines that you need work on parts or all of a section, the work will be listed under the "Comments" column on your folder progress sheet. After you have completed a section, place the folder with your work in it in the BE 132 box on the top of the file cabinet. The proper heading must be typed or computer printed on each problem.

Once you have begun the next section, <u>you may not</u> go back to a previous section or take timed writings on that section.

Student should take advantage of the lab. The lab is open each semester on various days at scheduled times. During these times graduate assistants are available to distribute materials and make suggestions for improving your skill. You may also undertake additional lessons during these lab hours. However, timed writings and tests (Measurements) <u>may not</u> be done in the lab hours.

BE 132 - COMPUTER KEYBOARDING AND DOCUMENT FORMATTING

Scales for Production Typing

	A		B		C		D		F	
	Score	%	Score	%	Score	%	Score	%	Score	%
77C - 85C	24.0	98	21.5	88	19.0	78	16.5	68	14	
	23.5	96	21.0	86	18.5	76	16.0	66	or below	
	23.0	94	20.5	84	18.0	74	15.5	64	= 0	
	22.5	92	20.0	82	17.5	72	15.0	62		
	22.0	90	19.5	80	17.0	70	14.5	60		
85C	27.0	98	24.5	88	22.0	78	19.5	68	14	
Letters	26.5	96	24.0	86	21.5	76	18.0	66	or below	
Special	26.0	94	23.5	84	21.0	74	17.5	64	= 0	
Features	25.5	92	23.0	82	20.5	72	16.0	62		
	25.0	90	22.5	80	20.0	70	15.5	60		
98C	16.0	98	13.5	88	11.0	78	8.5	68	6	
Tables	15.5	96	13.0	86	10.5	76	8.0	66	or below	
	15.0	94	12.5	84	10.0	74	7.5	64	= 0	
	14.5	92	12.0	82	9.5	72	7.0	62		
	14.0	90	11.5	80	9.0	70	6.5	60		
107C	27.0	98	24.5	88	22.0	78	17.0	68	12	
Reports	26.5	96	24.0	86	21.0	76	16.0	66	or below	
	26.0	94	23.5	84	20.0	74	15.0	64	= 0	
	25.5	92	23.0	82	19.0	72	14.0	62		
	25.0	90	22.5	80	18.0	70	13.0	60		
115C	24.0	98	21.5	88	19.0	78	16.5	68	12	
Administrative	23.5	96	21.0	86	18.5	76	16.0	66	or below	
Communications	23.0	94	20.5	84	18.0	74	15.0	64	= 0	
	22.5	92	20.0	82	17.5	72	14.0	62		
	22.0	90	19.5	80	17.0	70	13.0	60		
119C	28.0	98	25.5	88	23.0	78	18.0	68	13	
120B	27.5	96	25.0	86	22.0	76	17.0	66	or below	
Written	27.0	94	24.5	84	21.0	74	16.0	64	= 0	
Communications	26.5	92	24.0	82	20.0	72	15.0	62		
and Reports	26.0	90	23.5	80	19.0	70	14.0	60		
150C	16.5	98	14.0	88	11.5	78	9.0	68	6.5	
Tables	16.0	96	13.5	86	11.0	76	8.5	66	or below	
	15.5	94	13.0	84	10.5	74	8.0	64	= 0	
	15.0	92	12.5	82	10.0	72	7.5	62		
	14.5	90	12.0	80	9.5	70	7.0	60		

BE 132 - COMPUTER KEYBOARDING AND DOCUMENT FORMATTING

TIMED WRITING SCALE

STRAIGHT COPY

	A Score%		B Score%		C Score%		D Score%		F Score%
71e	53	98	48	88	43	78	39	68	below
	52	96	47	86	42	76	38	66	35
77b	51	94	46	84	41	73	37	64	=
	50	92	45	82			36	62	0
	49	90	44	80	40	70	35	60	
78d	55	98	50	88	45	78	40	68	below
	54	96	49	86	44	76	39	66	36
84b	53	94	48	84	43	74	38	64	=
	52	92	47	82	42	72	37	62	0
	51	90	46	80	41	70	36	60	
93b	56	98	51	88	46	78	41	68	below
	55	96	50	86	45	76	40	66	37
97b	54	94	49	84	44	74	39	64	=
	53	92	48	82	43	72	38	62	0
	52	90	47	80	42	70	37	60	
100b	58	98	53	88	48	78	43	68	below
	57	96	52	86	47	76	42	66	39
107b	56	94	51	84	46	74	41	64	=
	55	92	50	82	45	72	40	62	0
	54	90	49	80	44	70	39	60	
108b	60	98	55	88	50	78	45	68	below
	59	96	54	86	49	76	44	66	41
115b	58	94	53	84	48	74	43	64	=
	57	92	52	82	47	72	42	62	0
	56	90	51	80	46	70	41	60	
117d	62	98	57	88	52	78	47	68	below
	61	96	56	86	51	76	46	66	43
119b	60	94	55	84	50	74	45	64	=
	59	92	54	82	49	72	44	62	0
	58	90	53	80	48	70	43	60	

BE 132 - ADVANCED KEYBOARDING AND DOCUMENT FORMATTING   3 CREDITS

Prerequisite: "C" Grade or Better in BE 131 or successful completion of
                keyboarding placement test.

Catalog Description

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

Text

Duncan, Charles H., Van Huss, Susie H., Warner, S. ElVon, College
Keyboarding/Typewriting, Thirteenth Edition, South-Western Publishing Co.,
Cincinnati, Ohio, 1994.

Workbook: Laboratory Materials, Division Two, Lessons 61-120.

Course Objectives

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

1. Exhibit a stronger knowledge and skill than acquired in BE 131
    Keyboarding and Document Formatting.

2. Keyboard from straight copy at a minimum of 46 words per minute with
    five errors or less on a five minute writing.

3. Keyboard an acceptable speed with more accuracy when doing production
    work including business letters, reports, tables and forms.

4. Proofread more carefully and correct errors properly.

5. Use correct keyboarding techniques and procedures on both the
    typewriter and the microcomputer.

Evaluation Procedures

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

Factor	Weight
Speed and Accuracy	30%
Production typing	70%

2. Speed and accuracy achievement will be evaluated on the basis of five-
    minute timed writings. Two timed writings will be recorded from each
    measurement section. The highest ten percentages will be averaged to
    determine the speed/accuracy grade. Grades will be based on the
    progressive scales posted in the room and distributed to all students
    at the beginning of the semester.

3. Production typing will be evaluated in terms of Net-Production-Rate-A Minute: NPRAM = gross words typed
   - 10 words for a typing error or poor correction
   - 20 words for a format error
   ÷ time to complete production

4. Practice measurements <u>must be completed and evaluated by the instructor</u> before the test measurements are taken.

The "Scales for Production Typing" posted in the room and distributed to all students at the beginning of the semester gives the standards for production by exercise. Production grades from measurement sections will be averaged to obtain the production grade.

<u>Method of Instruction</u>

You are expected to be in class for every session. This course is a competency-based, individualized approach to keyboarding. Students progress at their own speed without being held up by the rest of the class. Course work may be completed before the end of the semester.

Even though students need not be on the same lesson as other students, <u>progress deadlines must be met</u> to complete the course by the end of the semester. It will be necessary for students to attend the lab sessions to keep up with deadlines. Students may work ahead in lab session, but <u>all timed writings and tests (measurements) must be taken in scheduled class periods</u>. Any measurement test or timed writing not taken by the deadline date will become a "0."

A textbook, lab manual and instructional personnel will serve to assist you in learning to key correctly.

<u>Miscellaneous</u>

All production tests must be initialed by the instructor or the graduate assistant before you begin and after you complete the timing. When you have completed a production timing or timed writing, proofread it carefully and determine the NPRAM or WPM and give it to the instructor for evaluation.

After achieving all the exercise goals, permission will be given to advance to the next goal. If the instructor determines that you need work on parts or all of a section, the work will be listed under the "Comments" column on your folder progress sheet. After you have completed a section, place the folder with your work in it in the BE 132 box on the top of the file cabinet. The proper heading must be typed or computer printed on each problem.

Once you have begun the next section, <u>you may not</u> go back to a previous section or take timed writings on that section.

Student should take advantage of the lab. The lab is open each semester on various days at scheduled times. During these times graduate assistants are available to distribute materials and make suggestions for improving your skill. You may also undertake additional lessons during these lab hours. However, timed writings and tests (Measurements) <u>may not</u> be done in the lab hours.

IUP

Date: **November 8, 1994**

Subject: **Changes and Modifications to Materials**

To: **University-Wide Curriculum Committee**

From: **Linda Szul & Sharon Steigmann**
Office Systems & Business Education Curriculum Committee

The Curriculum Committee has reviewed and responded to the changes you suggested through Dr. Faye Bradwick. The responses are outlined per proposal.

94-36 A. OS 315 Records Administration
1. A topical outline has been added to the "New Syllabus of Record."
2. The prerequisite for the "New Syllabus of Record" has been changed.
3. We have not been able to locate another copy of the "Old Syllabus of Record"; we apologize for any inconvenience caused by this copy.

94-34 B. OS 430 Office Systems
1. A topical outline has been added to the "New Syllabus of Record."
2. The course number has been changed to OS 480 to reflect the same number as other seminar classes across campus.
3. The prerequisite has been changed on the "New Syllabus of Record."

94-35 C. OS 400 Telecommunications
1. The words "writing intensive" have been eliminated from the "New Syllabus of Record."
2. A topical outline has been added to the "New Syllabus of Record."

94-33 D. BE 132 Computer Keyboarding and Formatting
1. Should have been listed as a Course or Catalog Description Change rather than a Course Revision. We apologize for the error.

/rz

Attachments