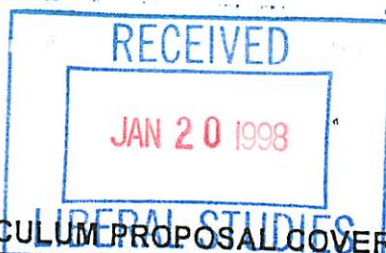


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App. 3/31/98

Senate app. 5/5/98

CURRICULUM PROPOSAL COVER SHEET
 University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Linda Szul, Maryanne Brandenburg, Phone 357-3003
Wayne Moore
 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

☒ Course Revision BE 132 Computer Keyboarding & 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

☐ Number and/or Title Change

Old Number and/or Full Old Title

New Number and/or Full New Title

☐ 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 11-1-96
 Department Curriculum Committee

Wayne Moore 11/1/96
 Department Chair

Maryanne Brandenburg 11/13/96
 College Curriculum Committee

John C. Lang 11/25/96
 College Dean

+ Director of Liberal Studies (where applicable)

*Provost (where applicable)

OFFICE SYSTEMS AND BUSINESS EDUCATION

BE 132 Computer Keyboarding & Formatting

- I. Catalog Description:** This course focuses on the development of correct techniques in keyboarding; emphasis on proofreading, formatting tabulations, business letters, business reports, business forms, rough drafts, and manuscripts; additional emphasis on production, accuracy, and speed.

Prerequisite: Successful completion of proficiency exam or BE 130 3c-01-3sh

- II. Course Objectives:** After the successful completion of this course, the students will be able to:

1. Demonstrate correct touch keyboarding techniques.
2. Key a minimum of 30 words per minute with 4 or fewer errors on a five minute timed writing using the touch system of keyboarding.
3. Key business letters, tabulations, and reports correctly.
4. Proofread and evaluate own work and make proper corrections.

III. Detailed Course Outline	Hours:
1. Business Correspondence	4
Block Letter Format and Envelopes	
Modified Block Letter with Notations	
Personal Business Letter	
Standard Memo	
Speed and Accuracy Building	
2. Simple Reports	4
Unbound Report	
Unbound Report with References	
Two-Page Unbound Report	
Speed and Accuracy Building	
3. Tables	4
Table Format	
Two-Column & Three-Column Tables	
Vertical Centering	
Tables with Columns Headings	
Tables with Decimals	
Tables with Source Notes	
Speed and Accuracy Building	

4. Memorandum Mastery	5
Simplified Memorandum	
Second-Page Heading	
Distribution List	
Form Paragraphs	
Memo Report with Table	
Speed and Accuracy Building	
5. Letter Mastery	5
Attention Line, Company Name	
Special Features	
Form Paragraphs	
Form Letters with Variables	
Speed and Accuracy Building	
6. Table and Business Forms Mastery	7
Leaders in Tabulated Documents	
Formatting Tables	
Editing Tables	
Purchase Order, Invoice	
Fax Cover Sheet	
Tables in Unarranged Format	
Speed and Accuracy Building	
7. Report Mastery	7
Business Report--Title Page, Contents	
Executive Summary, References	
Long Report with Appendix	
Report with Table	
Long Report with Endnotes	
Speed and Accuracy Building	
8. Administrative and Employment Communications	6
Agenda, Action Minutes	
Itinerary	
News Release	
Resume	
Application Letters	
Application Forms	
Speed and Accuracy Building	
TOTAL HOURS	42

IV. Evaluation Methods

1. Students having previous instruction in typewriting/keyboarding will have their skills evaluated to avoid unnecessary repetition of instruction. Depending on the skill evaluation at the start of the semester, the instructor may determine that there are sections of the course for which a student exhibits competence and needs no review.
2. The final semester grade will be based on the following:

<u>Factor</u>	<u>Weight</u>
Production	50%
Speed and Accuracy	30%
Objective Tests	20%

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

NPRAM = gross words typed
 - 10 words for typing error or poor correction
 - 20 words for a format error
 ÷ time to complete production

Achievement will be graded on the basis of production tests to be administered upon completion of each unit. The scores achieved will be averaged and a grade assigned in accordance with the scale posted in the room and distributed to students at the start of the semester. (see attachment)

5. The objective test grade will be the average of two general information tests: one at mid term and one at the end of the semester.

Grading Scale:

90 - 100% = A
 80 - 89% = B
 70 - 79% = C
 60 - 69% = D
 59% - Below = F

Misc:

Students should practice their keyboarding in the lab, as it is difficult to complete the practice work in the classes alone.

A textbook, computer lab, and instructional personnel will serve to assist students in learning to touch-type correctly. The equipment used in class will be microcomputers.

V. Required Textbooks

Duncan, C., VanHuss, S., Warner, S., Forde, C. & Woo, D. (1996). College Keyboarding (Lessons 1-60). Cincinnati: South-Western Publishing Company.

Duncan, C., VanHuss, S., Warner, S., Forde, C. & Woo, D. (1996). College Keyboarding (Lessons 61-120). Cincinnati: South-Western Publishing Company.

VI. Special Resource Requirements

Two (2) double-sided, high density computer disks.

VII. Bibliography

Duncan, C., VanHuss, S., Warner, S., Forde, C., & Woo, D. (1996). College Keyboarding (Lessons 121-180). Cincinnati: South-Western Publishing Company.

McLean, G. (1984). Teaching Keyboarding/Typewriting: Rapid Reader No. 5. Little Rock: Delta Pi Epsilon, Inc.

Peters, C. (1989). Championship Keyboarding, Skillbuilding & Applications. New York: McGraw-Hill, Inc.

Peters, C. (1987). The Cortez Peters Championship Typing Drills. New York: McGraw-Hill, Inc.

Peters, C. (1989). The Cortez Peters Teacher's Manual for Championship Teaching Competencies. New York: Glencoe/McGraw-Hill Publishing Company.

Robinson, J., Hoggatt, J., Shank, J., Ownby, A., Beaumont, L., Crawford, T., & Erickson, L. (1992). Keyboarding Formatting and Document Processing. Cincinnati: South-Western Publishing Company.

GRADING SCALE FOR SPEED AND ACCURACY

<u>GWAM</u>	<u>Allowable Errors</u>	<u>Grade</u>
45+	5	100
44	5	99
43	5	97
42	5	95
41	5	93
40	5	91
39	4	89
38	4	87
37	4	85
36	4	83
35	4	81
34	4	79
33	4	77
32	4	75
31	4	73
30	4	71
29	3	69
28	3	67
27	3	65
26	3	63
25	3	61
24	3	59
23	3	57
21	3	55
19	3	53
17	3	51

Speed and accuracy achievement will be determined on the basis of three successful **five minute timed writings**. The three highest scores--within the error limit--will be averaged to determine the speed and accuracy grade.

GRADING SCALE FOR PRODUCTION TYPING

Production typing will be evaluated in terms of Net-Production-Rate-A-Minute:

NPRAM = gross words typed
 - 10 words for typing error or poor correction
 - 20 words for a format error
 + time to complete production

Achievement will be graded on the basis of production tests to be administered upon completion of each unit. The scores achieved will be averaged and a grade assigned in accordance with the scale below.

<u>Unit</u>	<u>A</u> <u>Score %</u>		<u>B</u> <u>Score %</u>		<u>C</u> <u>Score %</u>		<u>D</u> <u>Score %</u>		<u>F</u> <u>Score %</u>
1	23.0	98	20.5	88	18.0	78	15.5	68	13
	22.5	96	20.0	86	17.5	76	15.0	66	or below
	22.0	94	19.5	84	17.0	74	14.5	64	= 0
	21.5	92	19.0	82	16.5	72	14.0	62	
	21.0	90	18.5	80	16.0	70	13.5	60	
2	26.0	98	23.5	88	20.0	78	17.5	68	14
	25.5	96	23.0	86	19.5	76	17.0	66	or below
	25.0	94	22.5	84	19.0	74	16.5	64	= 0
	24.5	92	22.0	82	18.5	72	16.0	62	
	24.0	90	21.5	80	18.0	70	14.5	60	
3	15.0	98	12.5	88	10.0	78	7.5	68	5
	14.5	96	12.0	86	9.5	76	7.0	66	or below
	14.0	94	11.5	84	9.0	74	6.5	64	= 0
	13.5	92	11.0	82	8.5	72	6.0	62	
	13.0	90	10.5	80	8.0	70	5.5	60	
4	26.0	98	23.5	88	21.0	78	18.5	68	16
	26.5	96	23.0	86	20.5	76	18.0	66	or below
	25.0	94	22.5	84	20.0	74	17.5	64	= 0
	25.5	92	22.0	82	19.5	72	17.0	62	
	24.0	90	21.5	80	19.0	70	16.5	60	
5	23.0	98	20.5	88	18.0	78	15.5	68	13
	22.5	96	20.0	86	17.5	76	15.0	66	or below
	22.0	94	19.5	84	17.0	74	14.5	64	= 0
	21.5	92	19.0	82	16.5	72	14.0	62	
	21.0	90	18.5	80	16.0	70	13.5	60	

6	27.0	98	24.5	88	22.0	78	19.5	68	17 or below = 0
	26.5	96	24.0	86	21.5	76	19.0	66	
	26.0	94	23.5	84	21.0	74	18.5	64	
	25.5	92	23.0	82	20.5	72	18.0	62	
	25.0	90	22.5	80	20.0	70	17.5	60	
7	27.0	98	24.5	88	22.0	78	19.5	68	17 or below = 0
	26.5	96	24.0	86	21.5	76	19.0	66	
	26.0	94	23.5	84	21.0	74	18.5	64	
	25.5	92	23.0	82	20.5	72	18.0	62	
	25.0	90	22.5	80	20.0	70	17.5	60	
8	15.5	98	13.0	88	10.5	78	8.0	68	5.5 or below = 0
	15.0	96	12.5	86	10.0	76	7.5	66	
	14.5	94	12.0	84	9.5	74	7.0	64	
	14.0	92	11.5	82	9.0	72	6.5	62	
	13.5	90	11.0	80	8.5	70	6.0	60	

BE132 Computer Keyboarding**2. Summary of proposed revisions:**

Course objectives were updated to meet current standards; course outline was also updated to reflect use of technology in the curriculum; evaluation methods were adjusted to reflect current standards.

3. Justification/rationale for revision

Technology in the field of business education is constantly changing. In order to prepare our students to be educators and equip them with the tools and techniques to meet the need of all of their students, revisions to this course are necessary.

BE 132 - ADVANCED KEYBOARDING AND DOCUMENT FORMATTING**3 CREDITS**

Prerequisite: "C" Grade or Better in BE 131 or credit by examination.

Catalog Description

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

Text

Duncan, Charles H., Van Huss, Susie H., Warner, S. ElVon, O'Neil, Sharon Lund, College Keyboarding/Typewriting, Twelfth Edition, South-Western Publishing Co., Cincinnati, Ohio, 1990.

Workbook: Laboratory Materials, Division Two, Lessons 76-150.

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.

Evaluation Procedures

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

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

2. Speed and accuracy achievement will be evaluated on the basis of five-minute timed writing. 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:

$$\text{NPRAM} = \frac{\text{gross words typed}}{\begin{matrix} - 10 \text{ words for a typing error or poor correction} \\ - 20 \text{ words for a format error} \\ \div \text{ time to complete production} \end{matrix}}$$
4. Practice measurements must be completed and evaluated by the instructor 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, progress deadlines must be met 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 all timed writings and tests (measurements) must be taken in scheduled class periods.

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

Once you have begun the next section, you may not go back to a previous section or take timed writings.

Students 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) may not be done in the lab hours.