



Central
North
South
SVI

BUS104 - Keyboarding

Document Type: Master Course Outline

Proposal Type: Revision

Requester(s): Rebecca Yedlin

College: South

Origination Approved: 04/25/2013 - 9:08 AM

BASIC INFORMATION

Requester(s): Rebecca Yedlin

College: South Seattle Community College

Division/Dept: Professional Technical

Dean: Duncan G Burgess

COURSE INFORMATION

Proposed Course Number:

Prefix: **BUS** Number: **104**

Request a new Prefix

This will be a common course

Full Title: Keyboarding

Abbreviated Title: Keyboarding

Catalog Course Description:

This course in beginning keyboarding is taught using professional keyboarding software on the personal computer for those with no keyboarding experience. The emphasis in this course is on the basic skill needed for speed and accuracy in keyboard applications. Open enrollment/exit. S/NC grade.

Course Length: 11 Weeks

Request an Exception

Course Prerequisite(s):

Compass: Writing 68, Reading 81, Math 50 or by instructor permission.

Topical Outline:

- I. Identify computer system components
- II. Demonstrate proper care of equipment
- III. Demonstrate proper keyboarding techniques
- IV. Learn the touch method in operating the computer
- V. Learn the touch method in operating the numeric keyboard or 10-key pad
- VI. Become aware of the leadership role and work ethics in organizations
- VII. Become aware of repetitive motion injury

COURSE CODING

Funding Source: 1.....State

Institutional Intent: 21.....Vocational Preparatory

This Course is a requirement for the following program(s):
(No Programs Selected)

- My Course Proposal is a requirement for a program not on this list
Program Title/Description/Notes:
Accounting Certificate
Accounting AAS Degree
Accounting AAS-T Degree

Will this course transfer to a 4-year university? **No**

Is this course designed for Limited English Proficiency? **No**

Is this course designed for Academic Disadvantaged? **No**

Does this course have a Workplace Training component? **No**

CIP Code: 52.0204 Request Specific CIP Code

EPC Code: 547 Request Specific EPC Code

Credits:

Will this course be offered as Variable Credit? No
No

List Course Contact Hours

Lecture (11 Contact Hours : 1 Credit)	11
Lab (22 Contact Hours : 1 Credit)	44
Clinical Work (33 Contact Hours : 1 Credit)	0
Other (55 Contact Hours : 1 Credit)	0
Total Contact Hours	55
Total Credits	3

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Rebecca Yedlin
Print Name

Rebecca Yedlin
Signature

4/3/2013
Date

Dean:

Duncan G Burgess
Print Name

Duncan G Burgess
Signature

3/19/2013
Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval

Chairman, Curriculum Coordinating Council:

Tim Walsh
Print Name

Tim Walsh
Signature

4/24/2013
Date

Vice President for Instruction:

Donna Miller-Parker
Print Name

Donna Miller-Parker
Signature

4/25/2013
Date