



Central
North
South
SVI

BUS106 - Keyboarding/Skillbuilding

Document Type: Master Course Outline

Proposal Type: Revision

Requester(s): Rebecca Yedlin

College: South

Origination Approved: 05/30/2013 - 4:39 PM

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: **106**

Request a new Prefix

This will be a common course

Full Title: Keyboarding/Skillbuilding

Abbreviated Title: Keyboarding/Skillbuild

Catalog Course Description:

This course is designed to develop speed and accuracy of letter and number keys through extensive use of drills and timings. Open enrollment/exit. S/NC grade.

Course Length: 11 Weeks

Request an Exception

Course Prerequisite(s):

BUS 104 or keyboard typing of 25 wpm. Compass: Writing 68, Reading 81, Math 50 or by instructor permission.

Topical Outline:

1. Introduction to program	1
2. Review of alphabetic keys	10
3. Learning number keys	2
4. Learning symbol keys	2
5. Diagnostic Practice	20
6. Progressive Practice	20
Total Hours	55

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:
Optional substitution for required course Bus 104:

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

1/1/0001
Date

Dean:

Duncan G Burgess
Print Name

Duncan G Burgess
Signature

4/12/2013
Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval
- This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

Tim Walsh (Admin)
Print Name

Tim Walsh
Signature

5/29/2013
Date

Vice President for Instruction:

Donna Miller-Parker
Print Name

Donna Miller-Parker
Signature

5/30/2013
Date