Washtenaw Community College Comprehensive Report

BOS 101A Introduction to Keyboarding
Effective Term: Spring/Summer 2020

Course Cover

Division: Business and Computer Technologies
Department: Business
Discipline: Business Office Systems
Course Number: 101A
Org Number: 13200
Full Course Title: Introduction to Keyboarding
Transcript Title: Beginning Keyboarding
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Course Change
Change Information:
    Consultation with all departments affected by this course is required.
    Outcomes/Assessment
    Objectives/Evaluation
Rationale: Update course outcomes and objectives.
Proposed Start Semester: Winter 2020
Course Description: This course is the first in a series of three keyboarding courses. This course teaches students to keyboard by touch and develop speed, accuracy, and proper techniques on the alphabetic, punctuation and symbol keys. This course is offered only in a self-paced format.

Course Credit Hours

Variable hours: No
Credits: 1
Lecture Hours: Instructor: 15 **Student:** 15
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 15 **Student:** 15
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

No Basic Skills Prerequisite

College-Level Math

Requisites

General Education

Degree Attributes
Below College Level Pre-Reqs
High School articulation approved

Request Course Transfer
Proposed For:

Student Learning Outcomes

1. Touch type alphabetic, punctuation, and symbol keys for one minute at a minimum rate of 24 words per minute with no more than one error.
   ### Assessment 1
   Assessment Tool: Student performance test
   Assessment Date: Fall 2021
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Scored using the Gregg College Keyboarding and Document Processing (GDP) website
   Standard of success to be used for this assessment: 70% of students will type 24.00 wpm or higher upon completion of the course.
   Who will score and analyze the data: Departmental faculty

Course Objectives
1. Increase touch-typing proficiency at a minimum rate of 24 wpm for one minute with no more than one error.
2. Space correctly around punctuation marks.

New Resources for Course

Course Textbooks/Resources
Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Joyce Jenkins	Faculty Preparer	Aug 23, 2019
Department Chair/Area Director:		
Douglas Waters	Recommend Approval	Aug 28, 2019
Dean:		
Eva Samulski	Recommend Approval	Aug 31, 2019
Curriculum Committee Chair:		
Lisa Veasey	Recommend Approval	Sep 19, 2019
Assessment Committee Chair:		
Shawn Deron	Recommend Approval	Oct 10, 2019
Vice President for Instruction:		
Kimberly Hurns	Approve	Oct 14, 2019

MASTER SYLLABUS

Course Discipline Code & No: BOS 101A **Title:** Introduction to Keyboarding **Effective Term** Winter 2007

Division Code: ___BCT___   **Department Code:** ___BOS___   **Org #:** ___13300___

Don't publish: ☐College Catalog   ☐Time Schedule   ☐Web Page

Reason for Submission. Check all that apply.

☐New course approval
☒Three-year syllabus review/Assessment report
☐Course change

☐Reactivation of inactive course
☐Inactivation (Submit this page only.)

Change information: Note all changes that are being made. Form applies only to changes noted.

☐Consultation with all departments affected by this course is required.
☐Course discipline code & number (was _____)*
  *Must submit inactivation form for previous course.
☐Course title (was _____)
☒Course description
☒Course objectives (minor changes)
☐Credit hours (credits were: _____)

☐Total Contact Hours (total contact hours were: _____)
☐Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
☐Pre-requisite, co-requisite, or enrollment restrictions
☐Change in Grading Method
☒Outcomes/Assessment
☒Objectives/Evaluation
☐Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Course updates are necessary based in Advisory Committee input and educational knowledge of BOS faculty.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson   ☐ New resources needed   ☐ All relevant departments consulted

Print: _____   Signature *Rosalyn Culver*   Date: Nov 21, 2006
Rosalyn Culver   Faculty/Preparer

Print: _____   Signature *Dosye A Thompson*   Date: Nov 21, 2006
Dosye Thompson   Department Chair

Division Review by Dean
☐ Request for conditional approval

Recommendation ☒Yes ☐ No   *Rosemary Wilson*   1/5/07
Dean's/Administrator's Signature   Date

Curriculum Committee Review
Recommendation _____
☐ Tabled   ☒ Yes ☐ No   *Sara Vease*   2.21.07
Curriculum Committee Chair's Signature   Date

Vice President for Instruction Approval   *Roger M. Palay*   2/26/07
Vice President's Signature   Date

Approval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.
Log File 1/16/07 ☐ Ecopy ☐ Banner 2/28 C&A Database 2/28 C&A Log File 2/28 Basic skills ☐ Contact fee ☐
3/15/07

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

H:\bos 101 assessment\BOS 101A syllabus update nov 21 2006.doc
11/21/2006 Office of Curriculum & Assessment   1   http://www.wccnet.edu/departments/curriculum/

MASTER SYLLABUS

*Complete ALL sections which apply to the course, even if changes are not being made.

Course:	Course title:
BOS 101A	Introduction to Keyboarding

Credit hours: 1

If variable credit, give range:

_____ to _____ credits

Contact hours per semester:

	Student	Instructor
Lecture:	15	. 15
Lab:		
Clinical:	___	___
Practicum:	___	___
Other:	___	___
Totals:	15	15

Are lectures, labs, or clinicals offered as separate sections?

☐ Yes - lectures, labs, or clinicals are offered in separate sections

☒ No - lectures, labs, or clinicals are offered in the same section

Grading options:

☐ P/NP (limited to clinical & practica)

☐ S/U (for courses numbered below 100)

☒ Letter grades

Prerequisites. Select one:

☐ College-level Reading & Writing

☐ Reduced Reading/Writing Scores
(Add information at Level I prerequisite)

☒ No Basic Skills Prerequisite
(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

	Course	Grade	Test	Min. Score	Concurrent Enrollment Can be taken together)	Corequisites Must be enrolled in this class a lso during the same semester)
					☐	
☐ and ☐ or	_____	___	_____	_____	☐	_____
☐ and ☐ or	_____	___	_____	_____	☐	_____
☐ and ☐ or	_____	___	_____	_____	☐	_____

Level II (enforced by instructor on first day of class)

	Course	Grade	Test	Min. Score
	_____	___	_____	_____
☐ and ☐ or	_____	___	_____	_____
☐ and ☐ or	_____	___	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and ☐ or Consent required

☐ and ☐ or Admission to program required
Program: _____

☐ and ☐ or Other (please specify):
_____

Please send syllabus for transfer evaluation to:
Conditionally approved courses are not sent for evaluation.
Insert course number and title you wish the course to transfer as.

☐ E.M.U. as _____

☐ U of M as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

Course	Course title
BOS 101A	Introduction to Keyboarding

Course description	This course is first in a series of three keyboarding courses. This course teaches students to keyboard by touch and develop speed, accuracy, and proper techniques on the alphabetic keys. This course is offered only in a self-paced format.
State the purpose and content of the course. Please limit to 500 characters.	

Course outcomes	Outcomes	Assessment
List skills and knowledge students will have after taking the course.	(applicable in all sections)	Methods for determining course effectiveness
Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Touch type for one minute alphabetic, punctuation, and service keys at a minimum rate of 24 gross words a minute with no more than one error	Student performance test

Course Objectives	Objectives	Evaluation
Indicate the objectives that support the course outcomes given above.	(applicable in all sections)	Methods for determining level of student performance of objectives
	Touch type for one minute alphabetic, punctuation, and service keys at a minimum rate of 24 gross words a minute with no more than one error.	
Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	1. Demonstrate the use of service keys	1. Class activity
	2. Demonstrate correct alphabetic reaches by touch	2. Class activity
	3. Space correctly around punctuation marks.	3. Class activity with printed document submitted to instructor
	4. Increase touch-typing proficiency at a minimum rate of 24 gwam for one minute with no more than one error	4. Class activity with printed document submitted to instructor

List all new resources needed for course, including library materials.
Required software is currently installed on the WCC instructional network. No new resources are necessary

Student Materials:

List examples of types	*Keyboarding Course Lessons 1-25 Microsoft Word 2003, 16ed.;* Van Huss, Forde, and Woo; Thomson SouthWestern Publishing, 2006	Estimated costs
Texts Supplemental reading Supplies Uniforms Equipment Tools Software		$ 60.00

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course.	☐ Off-Campus Sites
☐ Level I classroom	☐ Testing Center
Permanent screen & overhead projector	☒ Computer workstations/lab
☐ Level II classroom	☐ ITV
Level I equipment plus TV/VCR	☐ TV/VCR
☒ Level III classroom	☒ Data projector/computer
Level II equipment plus data projector, computer, faculty workstation	☐ Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place	Course section(s)/other population	Number students to be assessed
Touch type for one minute alphabetic, punctuation, and service keys a minimum of 24 gross words a minute with no	Three 1-minute timed writings completed in class	At the end of the Fall, 2007 semester	At least six different sections Fall 2007 including three 15-week sessions and three 7 ½-week sessions	Total student enrollment in the six sample sections

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

   Rubric attached used to assess three different timed writings from each student.

2. Indicate the standard of success to be used for this assessment.

   Eighty percent of enrolled students should key three different timed writings at the proficiency level 4.

3. Indicate who will score and analyze the data.

   BOS full-time faculty including persons other than the person teaching the course

4. Explain the process for using assessment data to improve the course.
   BOS faculty will discuss results and obtain input from the Advisory Committee. Recommendations will be made for improvement if necessary