Course Outline of Record Report

STV12 : Intermediate Keyboarding

General Information

Author:	• Rosemarie Shamieh
Course Code (CB01) :	STV12
Course Title (CB02) :	Intermediate Keyboarding
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608712
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 12 students get additional practice by producing business documents with touch keyboarding. All students work on computers and learn MS Word while they advance. Extensive accuracy and speed development are also practiced. Lecture 150 hours. Note: Students may enter at any time throughout the semester because the curriculum is individualized. The course is self-paced. This course is pass/ no pass.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	• Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by
Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	150
Total Course Out-of-Class Hours	0
Total Student Learning Hours	150

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Workforce Preparation.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	150	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	150
Laboratory	0
Studio	0

Total	150

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

STV11 - Beginning Keyboarding (in-development)

Objectives
- Type using correct keyboarding techniques.
- Demonstrate mastery of alphabetic, numeric, symbol, and function keys.
- Demonstrate proofreading skills.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Discussion
Methods of Instruction	Multimedia
Methods of Instruction	Independent Study
Methods of Instruction	Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Exam/Quiz/Test	Tests on basic keying facts
Exam/Quiz/Test	Timed writings
Exam/Quiz/Test	Proofreading test
Exam/Quiz/Test	Language skills: grammar, capitalization, punctuation, and number use
Exam/Quiz/Test	Production tests

Textbook Rationale

Incorporating Gregg's College Keyboarding & Document Processing (1-120), published in 2011, into our beginning keyboarding course curriculum is a deliberate choice that underscores our commitment to providing students with first-rate, accessible, and budget-friendly learning materials.

We firmly believe that this textbook will continue to be an invaluable resource for our students, and here's why:

-Timeless content: Despite its publication date, the content remains highly relevant and directly applicable to the subject matter of our course.

The fundamental principles of keyboarding and document processing covered in the textbook remain unchanged over time.

-Proven pedagogical approach: The textbook employs a proven pedagogical approach, including clear explanations, illustrative examples, and practical applications. This approach enhances student understanding and engagement, facilitating effective learning outcomes.

-Comprehensive coverage: Gregg's textbook offers thorough coverage of all key topics and concepts essential for building a strong foundation in keyboarding. Students can expect to receive a comprehensive education that prepares them for success in both academic and professional settings.

-Cost-effective solution: Utilizing this textbook helps to alleviate financial burdens on our students. It's provided in the classroom, a cost-effective option for learning resources. By opting for a reliable and affordable textbook, we aim to ensure that all students have equal access to essential course materials, regardless of their financial circumstances.

Overall, we are confident that Gregg's College Keyboarding & Document Processing will continue to play a crucial role in supporting student learning and success in our course.

Textbooks

Author	Title	Publisher	Date	ISBN
Ober, Scot	Gregg College Keyboarding & Document Processing (Lesson 1-120)	McGraw-Hill	2011	9780077356583
Ober, Scot.	Improving Speed & Accuracy in Keyboarding.	McGraw-Hill	2014	827972553
Scot Ober	Microsoft® Office Word® 2016 Manual to Accompany Gregg College Keyboarding & Document Processing	McGraw-Hill	2017	9781259907937

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Input text on a keyboard using Microsoft (MS) Word.

Create a memo.

Construct a letter in correct business format.

Produce a simple table, centered horizontally and vertically.

Compose a business report.

SLOs

Use MS Word to format and key various forms, tables, and mail.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
STV General Front Office Clerk I Certificate	Produce documents using a word processor.

Employ keyboarding accuracy and speed to 40 wpm on sentence and paragraph copy.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
STV General Front Office Clerk I Certificate	Produce documents using a word processor.

Apply correct grammar, punctuation, capitalization, abbreviations, and number expressions.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
STV General Front Office Clerk I Certificate	Produce documents using a word processor.
STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?
No

Is this proposal submitted in response to learning outcomes assessment data?
No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Reports (35 hours)
- One-page business reports
- Multipage rough-draft business report
- Business report with lists
- Academic reports
- Reports with footnotes, endnotes
- Speed and accuracy development
- Reports in MLA style
- Report citations, cover and content pages

Correspondence (35 hours)
- Business letters in block and modified block styles
- Business letters with enclosure notations
- Envelopes and labels
- Memos
- Memos with lists
- Speed and accuracy development

Tables (25 hours)
- Boxed tables
- Open tables with titles and headings
- Ruled tables

Employment Documents (15 hours)
- Traditional resume
- Letters of application
- Follow-up letters

Advanced Reports, Letters, and Tables (40 hours)
- Agenda and meeting minutes
- Procedures manuals
- Reports formatted in columns
- Multipage letters
- Special letter features
- Multipage memos with tables
- Tables with footnotes
- Tables formatted sideways
- Multipage tables

Total hours: 150

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value