

STV13 : Advanced Keyboarding

General Information

Author:	<ul style="list-style-type: none">Rosemarie Shamieh
Course Code (CB01) :	STV13
Course Title (CB02) :	Advanced 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) :	CCC000608713
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 13 is an individualized class where students use the advanced features of keyboarding and MS Word skills for business documents in a variety of specialized situations. All students work on computers and learn Advanced MS Word functions as they progress. Students continue to improve typing accuracy and speed. Lecture 100 hours. Note: Students may enter at any time throughout the semester, the curriculum is individualized. The course is self-paced. This is a pass/no pass course.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">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 100

Total Course Out-of-Class Hours 0

Total Student Learning Hours 100

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.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	100	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	100
Laboratory	0
Studio	0

Total 100

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

This is a self-paced course in an open-entry, open-exit lab environment.

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

STV12 - Intermediate Keyboarding (in-development)

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.

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 Collaborative Learning

Methods of Instruction Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Exam/Quiz/Test

Timed writings

Exam/Quiz/Test

Objective tests on basic keying facts

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.

-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.

-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.

-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	9780073372198
Scot Ober	Microsoft® Office Word® 2016 Manual to Accompany Gregg College Keyboarding & Document Processing	McGraw-Hill	2017	9781259907937
Scot Ober	Improving Speed & Accuracy in Keyboarding	McGraw-Hill	2014	9780077804749

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 memos and letters that incorporate tables.

Construct tables that incorporate advanced formatting features.

Produce multi-page business reports.

Compose original documents.

Produce documents from templates.

Create documents incorporating elements from the internet.

Display speed and accuracy.

SLOs

Demonstrate the use of MS Word and advanced formatting techniques to produce original business documents.

Expected Outcome Performance: 70.0

<i>ILOs</i> 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.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
<i>STV</i> General Front Office Clerk I Certificate	Produce documents using a word processor.

Employ increasing keyboarding accuracy and speed to 45wpm on various documents.

Expected Outcome Performance: 70.0

<i>ILOs</i> 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.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
<i>STV</i> General Front Office Clerk I Certificate	Produce documents using a word processor.

Utilize accurate punctuation, capitalization, proper grammar, number expression, and abbreviations.

Expected Outcome Performance: 70.0

<i>ILOs</i> 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.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
<i>STV</i> General Front Office Clerk I Certificate	Produce documents using a word processor.
<i>STV</i> 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

Formal and International Correspondence (25 hours)

- International formatting: Mexico, France, Germany, Japan
- Speed and accuracy development

Medical and Legal Office Documents (25 hours)

- Medical office applications
- Legal office applications

Designing Office Publications (30 hours)

- Text boxes, print options, word art
- Design of letterheads, notepads, and miscellaneous office forms
- Design of cover pages, announcements, flyers, and newsletters
- Advanced business documents

Speed and Accuracy Development (20 hours)

- Develop speed and control while taking timed writings and guided writings
- Type speed and rhythm drills to improve stroking
- Type control drills to improve and increase accuracy
- Type corrective drills to improve both speed and accuracy

Total hours: 100

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 liaison?

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

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