

## STV14 : Keyboarding for High School Credit

### General Information

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Course Code (CB01) :	STV14
Course Title (CB02) :	Keyboarding for High School Credit
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) :	CCC000608715
Curriculum Committee Approval Date:	05/08/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/08/2024
Course Description and Course Note:	STV 14 is an individualized class that covers keyboarding by touch through the production of business documents. All students work on computers and learn MS Word as they advance. Extensive accuracy and speed development is offered. Lecture 100 hours. Note: This is a self-paced course in an open-entry, open-exit lab environment. Successful completion of the course results in 5 high school credits.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"><li>Noncredit</li></ul>
Mode of Delivery:	
Author:	
Course Family:	

### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"><li>Vocational (short-term): Non-Credit</li></ul>
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

- Grade 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

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	100
Laboratory	0
Studio	0

**Total** 100

**Course Out-of-Class Hours**

Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	<b>0</b>

**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**

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

**Objectives**

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

**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	9780077356583
Scot Ober	Improving speed & accuracy in keyboarding	McGraw-Hill	2014	9780077804749
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

Exhibit correct keyboarding techniques.

Demonstrate mastery of alphabetic, numeric, symbol, and function keys.

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

Compose a memo.

Create a letter in correct business format.

Construct a simple table, centered horizontally and vertically.

Produce a business report.

Display keyboarding speed and accuracy.

## SLOs

**Use proper position of hands and fingers while keyboarding using touch typing techniques.**

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.

**Demonstrate accuracy when proofreading a document using basic language skills.**

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 speed to 40 wpm and accuracy when producing a variety of documents in correct business format.** 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.

## 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****Keyboard Mastery (50 hours)**

- Touch control—alphabet, numbers and symbols
- Speed and accuracy development

**Reports, Correspondence and Employment Documents (50 hours)**

- Footnotes, endnotes, margins, headers and footers, hanging indent, dot leaders, and tabs
- Speed and accuracy development

**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 liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No Value

**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