Washtenaw Community College Comprehensive Report

BOS 101B Intermediate Keyboarding
Effective Term: Spring/Summer 2020

Course Cover

Division: Business and Computer Technologies
Department: Business
Discipline: Business Office Systems
Course Number: 101B
Org Number: 13200
Full Course Title: Intermediate Keyboarding
Transcript Title: Intermediate 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.
    Course description
    Outcomes/Assessment
    Objectives/Evaluation
Rationale: Update course outcomes and objectives.
Proposed Start Semester: Winter 2020
Course Description: This course is the second in a series of three keyboarding courses. It is designed for students who have completed BOS 101A or who can key a minimum of 24 wpm. Students increase their speed and accuracy, improve their technique, and learn to touch type the number and symbol keys. Students are evaluated early in the course and may be placed in BOS 101A or BOS 101C based on the results of the evaluation. 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, numeric, punctuation, and symbol keys for two minutes at a minimum rate of 33 words per minute with no more than two errors.
   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 33.00 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 33 wpm for two minutes with no more than two errors.
2. Space correctly around punctuation marks.
3. Use numbers and symbols in typed text.

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*

Course Discipline Code & No: BOS 101B Title: Intermediate 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   *signature*   2.22.07
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 3/15/07 Ecopy ☐ Banner 3/5 C&A Database 3/5 C&A Log File 3/5 Basic skills ☐ Contact fee ☐

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 101B syllabus update nov 21 2006.doc
11/21/2006 Office of Curriculum & Assessment   1   http://www.wccnet.edu/departments/curriculum/

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

Course:	Course title:
BOS 101B	Intermediate Keyboarding

Credit hours: 1	Contact hours per semester:	Are lectures, labs, or clinicals offered as separate sections?	Grading options:
If variable credit, give range: _____ to _____ credits		☐ Yes - lectures, labs, or clinicals are offered in separate sections	☐ P/NP (limited to clinical & practica)
	Student **Instructor** Lecture: 15 15 Lab: __ __ Clinical: __ __ Practicum: __ __ Other: __ __ **Totals:** 15 15	☐ No - lectures, labs, or clinicals are offered in the same section	☐ S/U (for courses numbered below 100) ☒ Letter grades

Prerequisites. Select one:

☐ College-level Reading & Writing   ☐ Reduced Reading/Writing Scores   ☒ No Basic Skills Prerequisite

(Add information at Level I 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   ☐ and ☐ or Other (please specify):

Program: _____   _____

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 _____   ☐ _____ as _____

☐ U of M as _____   ☐ _____ as _____

☐ _____ as _____   ☐ _____ as _____

Course	Course title
BOS 101B	Intermediate Keyboarding

Course description	
State the purpose and content of the course. Please limit to <u>500</u> characters.	This course is the second in a series of three keyboarding courses. It is designed for students who have completed BOS 101A or who can key a minimum of 24 words per minute. Students increase their speed and accuracy, improve their technique, and learn to touch key the number and symbol keys. Students are evaluated early in the course and may be placed in BOS 101A or BOS 101C based on the results of the evaluation. This course is offered only in a self-paced format.

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 two minutes alphabetic, numeric, punctuation, and service keys at a minimum rate of 33 gross words a minute with no more than two errors	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
Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Touch type for two minutes alphabetic, numeric, punctuation, and service keys at a minimum rate of 33 gross words a minute with no more than two errors.	
	1. Demonstrate the use of service keys	1. Class activity
	2. Demonstrate correct alphabetic and numberic 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 33 gwam for two minutes with no more than two errors	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		Estimated costs
Texts Supplemental reading Supplies Uniforms Equipment Tools Software	*Keyboarding Course Lessons 1-25 Microsoft Word 2003, 16ed.;* Van Huss, Forde, and Woo; Thomson SouthWestern Publishing, 2006	$ 60.00

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

Check level only if the specified equipment is needed for all sections of a course.	
☐ Level I classroom Permanent screen & overhead projector	☐ Off-Campus Sites
	☐ Testing Center
	☒ Computer workstations/lab
☐ Level II classroom Level I equipment plus TV/VCR	☐ ITV
	☐ TV/VCR
☒ Level III classroom Level II equipment plus data projector, computer, faculty workstation	☒ Data projector/computer
	☐ 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 two minutes alphabetic, punctuation, and service keys a minimum of 33 gross words a minute with no more than two errors.	Three2-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