

## PROPOSAL FOR COURSE CHANGE

To: Curriculum Committee

From: **Business and Economics Department**

Date submitted: **August 27, 2007**

Request for: Course change \_\_\_\_\_ Course deletion X \_\_\_\_\_ Course addition \_\_\_\_\_  
(Excluding course credit hour changes)

Submitted by: Linda Bean *LB*

Approved by: School Cur. Comm: David Roach *DR*  
Department Head: Kevin Mason *KM*  
Dean of School: Tom Tyler *TT*

Reviewed by: Registrar: Tammy Rhodes *Tammy Rhodes*  
Vice President: Jack Hamm

If this is a deletion or other minor change, describe and give rationale.

Delete BUAD 1001 (Keyboarding I) and BUAD 2002 (Keyboarding II) and replace with proposed new course (see attached proposal) BUAD 1023 (Keyboarding). Rational: BUAD 1001 and BUAD 2002 are both courses that meet for partial terms and thus cause scheduling and advising difficulties. Therefore it is proposed that we delete those 2 courses and replace them with one 3 hour course that will incorporate both courses into one course.

Outline in specific detail how your proposal will alter the program (include course number and title: **delete BUAD 2002 from the freshman term . NOTE: See the proposal of addition of BUAD 1023 which shows the details of changes of changes to curriculum for both the reduction of BUAD 1002 (proposed here) along with the addition of the new BUAD 1023 (each proposal impacts the other).**

*app TEC 11/1/07*  
*app CC 11/19/07*  
*app FS 12/3/07*



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If this is a deletion or other minor change, describe and give rationale.

If this is an addition of a new course, fill in the following and attach a syllabus (syllabus should include course objectives, and outline of the course with sufficient details to illuminate course content, and a bibliography. The Curriculum Committee/Graduate Council does not need evaluation and testing procedural information nor does it need excessively long bibliographies).

I. Catalog description: **BUAD**

Number: **1023**

Title for Catalog: **Keyboarding**

\*Title for Course Inventory (24 characters):

Description: **Instruction and supervised practice in basic keyboarding skills with emphasis on alphabetic and numeric keyboard, ten-key pad, and basic applications transferable to computer terminal keyboards. The purpose of the course is to prepare Business Education majors for teaching secondary education students how to use computer and typewriter keyboards. The course is required by Business Education majors, but may be taken by other majors as well. May not be taken for credit after successful completion of BUAD 2002.**

Effective date or term: **Fall 2008** 2008-09 Catalog  
Summer I 2008

\*Course fees: **None**

*app TEC 11/1/07*  
*app CC 11/19/07*  
*app FS 12/3/07*



II. Justification and feasibility of course:

A. What is the need for this course? Who will take it?

**The purpose of the course is to prepare Business Education majors for teaching secondary education students how to use computer and typewriter keyboards. The course is required by Business Education majors, but may be taken by other majors as well.**

B. How does it relate to other work being offered by your department? Is there an overlap with other courses in the department?

**Teaching students proper typewriter and computer keyboard techniques, as such, it helps to better prepare students for other computer related courses.**

C. Is this course part of any general plan of development within your department? Explain.

**Yes, it prepares students in effectively and efficiently use typewriter and computer keyboards and prepares them to teach others how to properly use keyboards.**

D. How often will the course be offered?

**Once each year (Fall)**

E. How will the course be staffed?

**With current adjunct faculty**

F. How will this course change affect other departments' students and offerings? With what other departments have you specifically consulted?

**No other departments will be affected.**

**\*Note: Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught.**

**The course will be used to gather baseline data related to the School of Business learning objects which will then be compared to data gathered during the students' senior year to assess progress towards learning goals.**

An Outline in specific detail of how proposal will alter the program curriculum follows (next page):



**SYLLABUS**  
**BUAD 1023 — KEYBOARDING**  
**Fall 2008**

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**Course Description**

Instruction and supervised practice in basic keyboarding skills with emphasis on alphabetic and numeric keyboard, ten-key pad, and basic applications transferable to computer terminal keyboards.

**Prerequisites:** None

**Instructor:** Mrs. Susan Campbell

**E-mail:** [susan.campbell@atu.edu](mailto:susan.campbell@atu.edu)

**Textbook/Instructional Materials**

- *College Keyboarding and Word Processing (MS Word 2007 with CD Data disk)*, Susie H. VanHuss, [et.al.], 2006. South-Western Educational Publishing, Thomson Learning, Cincinnati, OH. (Required).
- *Keyboarding Pro 4* software, sold separately

**Course Objectives**

- To key the alphabetic, numeric, and symbol keys by touch with good technique.
- Key straight-copy material at a minimum rate of 20 gross words a minute (GWAM) with a maximum of 3 errors per minute using correct touch techniques.
- Key numeric copy using correct touch techniques on the ten-key numeric keypad.
- Use Microsoft Word 2007 commands to perform the basic file management activities of creating, saving, printing, and deleting files.
- Key straight-copy material on 3-minute timings at a minimum rate of 40 words a minute with no more than 3 errors.
- Perform basic file management activities of creating, saving, deleting, printing, e-mailing and closing files.
- Prepare correctly formatted memos, letters, e-mails, business reports, and tables with all errors corrected.

**Course Content**

Welcome to Windows  
Know Your Computer  
Welcome to Keyboarding Pro

Ten-Keypad



Alphabetic Keys  
Figure & Symbol Keys

Memos and E-mail  
Business Letter Formats  
Reports  
Table Basics

### **Examinations and Evaluations**

- ❖ 3-Minute Timings -- 30% of final grade
- ❖ Three Exams (4 total—drop the lowest exam) -- 20% of final grade
  - All exams are a combination of objective and performance
- ❖ Daily Assignments -- 40% of final grade
- ❖ Written Final Exam -- 10% of final grade

Different scales will be used on the timings as the semester progresses. An average of all 3-minute timings will be calculated at the end of the course. Timed writings cannot be made up if you have missed class that day. At the end of the course, the following scale will be used on the final remaining timings:

35+ wpm = A	26-31 wpm = C
32-34 wpm = B	23-25 wpm = D

### **Class Policies and Procedures**

**Attendance Policy:** Attendance is required. One absence is allowed. Students should drop the course within one week of the second absence in order to avoid being dropped with an “F” for excessive absences. Get to class on time.

**Lab Practice:** Students are expected to practice out of class at least **three hours** a week to achieve the *average* competency goals. Lab sessions with designated assignments are listed on the Assignment Schedule. Students wishing to increase skill development should increase the amount of lab practice. Homework may be completed in the student’s own time in the Pendergraft Library and Technology Center or at home using the *Keyboarding Multi-Media*.

**Plagiarism and Cheating Policy:** Dishonesty will not be tolerated and could result in an “F” for the course. All homework is to be completed by the student without assistance from others. Policies in the ATU Student Handbook will apply.

**Assignment Policy:** Assignments are due as indicated on the assignment schedule. No assignments are accepted late unless approved by the instructor.

**Homework:** Selected documents will be graded for accuracy and will make up 40% of the final grade. All homework documents should, therefore, be proofread and corrected before submitting them for a grade.

**Academic Dishonesty:** All work in the class is to be done by the student without help from others. Plagiarism, cheating, or any form of academic dishonesty will not be tolerated and is reason to be dropped from the course with an “F”.



**Other:** Turn cell phones OFF before class begins. No headsets are allowed in class. No eating or drinking is allowed in the classroom.

### **Teaching Methods**

- Computerized programmed instruction based on student's skill level
- One-on-one instruction
- Class instruction
- Independent activities for skill building
- E-mail

### **Oral/Written Communications**

Keyboarding sentences and paragraphs using correct grammar, spelling, and punctuation. Communication skills are emphasized through composition at the keyboard, formatting and keyboarding business documents, and using e-mail. Drills on grammar, hyphenation, number usage, etc. are emphasized in lab work.

### **Materials Needed**

In addition to the textbook, you will also need a memory key (jump drive, flash drive) to save your work to.

### **Required Computer Applications**

- *Keyboarding Pro 4* software
- *Microsoft Word 2003*