

Clackamas Community College
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Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: **Beverly**

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Email: **beverlyf**

Course Prefix and Number: BT - 120

Credits: 2

Contact hours

Lecture (# of hours): 22

Lec/lab (# of hours):

Lab (# of hours): 11

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Personal Keyboarding

Course Description:

Basic instruction on electronic alphanumeric keyboard. Provides practice for speed and accuracy with individual program. Students will develop the necessary skills to effectively use the Internet, use email, and create simple documents.

Type of Course: Career Technical Preparatory

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Business AAS & Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

- ✓ Fall
- ✓ Winter

✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. use correct ergonomic techniques while using the keyboard,
2. implement the skill of typing by touch using the full keyboard,
3. navigate the Internet using search engines and define the basic terms: browser, bookmark, and hyperlink;
4. learn to print and copy items from an internet page using various accessory tools on the computer,
5. introduce the use of Microsoft Word to create, print, save, open, and edit a simple document including use of a spell checker;
6. compose an email, attach a created document, and send the email;
7. recognize and utilize the basic components of a business letter, including proper placement of the parts of a business letter and proper spacing;
8. use file management techniques including saving documents to a computer hard drive, flash drive, or the cloud; creating folders and subfolders in which to store different file types, recognizing file types by the extension of the file; copying files between folders and drives, renaming files.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Keyboard mastery
2. Internet, e-mail, and document management assignments.
3. Keyboard timings

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

First term to be offered:

Next available term after approval

:
