Clackamas Community College

Online Course/Outline Submission System

☑ Show changes since last approval in red

| Print | Edit | Delete | Back |

| Reject | Publish |

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Beverly
Last Name: Forney
Phone: 3115
Email: beverlyf

Course Prefix and Number: BT - 122

 # 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: Keyboarding Skillbuilding

Course Description:

Designed to improve typing proficiency using using the standard keyboard. Students will refine and further develop speed and accuracy skills learned in BT-120 Personal Keyboarding as well as refine the proper formatting of various types of business letters, learn the proper format of an interoffice memo, and review and utilize proper email etiquette within a business setting. Students will utilize MS Word to create letters and memos.

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?

Yes

Pre-reqs: Pass BT-120 or instructor consent

Have you consulted with the appropriate chair if the pre-req is in another program?

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. implement the touch method to key alphabetic, numeric, and symbol text and data;
2. utilize correct ergonomic techniques while keyboarding,
3. execute an increased rate of speed from an established base rate and maintain accuracy standards for timings from 30 seconds to 5 minutes,
4. demonstrate the ability to key a business letter and memo using standard business formatting within MS Word.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Skillbuilding practice: alphabet.
2. Skillbuilding practice: numbers.
3. Skillbuilding practice: punctuation.
4. Skillbuilding practice: drills.
5. Skillbuilding practice: timings.
6. Formatting: letters, memos, various Word documents.

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

: