

**BGN 150.2 Course Outline as of Spring 2011****CATALOG INFORMATION**

Dept and Nbr: BGN 150.2 Title: COMP SKILLBLDG/DOS  
 Full Title: Self-Paced Computer Keyboard Skillbuilding on IBM/DOS Equip  
 Last Reviewed: 3/14/1990

Units	Course Hours per Week	Nbr of Weeks	Course Hours Total
Maximum 2.00	Lecture Scheduled	0 17.5	Lecture Scheduled 0
Minimum 0.50	Lab Scheduled	1.50 2	Lab Scheduled 26.25
	Contact DHR	0	Contact DHR 0
	Contact Total	1.50	Contact Total 26.25
	Non-contact DHR	0	Non-contact DHR 0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable  
 Grading: Grade or P/NP  
 Repeatability: 34 - 4 Enrollments Total  
 Also Listed As:  
 Formerly:

**Catalog Description:**

For the general student, individualized instruction in computer keyboard skill building for speed and accuracy using DOS equipment (IBM or compatible). Open-entry/open-exit course that allows students to work at their own pace. Student must meet with instructor one assigned hour each week. Additional work completed during open lab hours. Takes approximately 24 hours to complete.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Improve typing speed and accuracy. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Transfer Credit:  
Repeatability: 4 Enrollments Total

**ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**  
Both Certificate and Major Applicable

**COURSE CONTENT**

**Outcomes and Objectives:**  
The students will:

1. Space correctly when using punctuation marks.
2. Assess ability and use prescriptive practices.
3. Develop/increase speed when keyboarding.
4. Improve accuracy in keyboarding.
5. Select option to touch type numbers and symbols.

**Topics and Scope:**

1. Improve touch typing/keyboarding by perfecting accuracy and building speed.
2. Assessing abilities.

**Assignment:**

1. Drills and exercises.
2. Skill tests.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams

Skill Demonstrations  
40 - 70%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items

Exams  
0 - 30%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE

Other Category  
10 - 30%

**Representative Textbooks and Materials:**

Instructor prepared handbooks to use with software packages.