BGN 102 Course Outline as of Fall 2013

CATALOG INFORMATION

Dept and Nbr: BGN 102 Title: TYPING-SKILL BUILDING
Full Title: Typing-Skill Building
Last Reviewed: 12/14/2015

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 Total Student Learning Hours: 78.75

Title 5 Category:	AA Degree Applicable
Grading:	Grade or P/NP
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	BOT 153

Catalog Description:
Using diagnostic and prescriptive keyboarding software and correct ergonomic techniques, students will increase their speed and accuracy. Proofreading skills are also emphasized.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion or Concurrent Enrollment in BGN 101 OR BGN 201

Limits on Enrollment:

Schedule of Classes Information:
Description: Using diagnostic and prescriptive keyboarding software and correct ergonomic techniques, students will increase their speed and accuracy. Proofreading skills are also emphasized. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Course Completion or Concurrent Enrollment in BGN 101 OR BGN 201
Limits on Enrollment:
Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Identify beginning speed and accuracy and set goal for improvement.
2. Type five-minute timed writings with one or fewer errors per minute.
3. Use software diagnostic reports to determine exercises needed to improve speed and accuracy.
4. Consult weekly with the instructor so that progress can be monitored and appropriate changes can be determined to enhance student achievement.
5. Apply ergonomic techniques.
6. Identify typing errors and use correct proofreading marks.
7. Repeating students will set and work toward increasingly challenging goals.

Topics and Scope:

1. Introduction to computerized skill building software
   A. Overview of software features
   B. Diagnostic reports
   C. Skill building sessions
   D. Conditioning practice
   E. Repeating students will determine entry level and set higher goals
2. Ergonomics Techniques
   A. Position of body in relation to keyboard and screen
   B. Placement of body in chair
   C. Position of arms, wrists, hands, and fingers to prevent or reduce
   D. Position of chair and desk
3. Session Completion
   A. Conditioning practice alphabet and diagraph
   B. Evaluation analysis and progress
   C. Individualized prescriptive practice
4. Proofreading
   A. Marks

B. Techniques
5. Repeating students will set and work toward increasingly challenging goals.

Assignment:

1. Sessions (40) of typing analyses and practices
2. 16 timed writings measuring speed and accuracy; 5 minutes each with 5 or fewer errors
3. Proofreading assessments using timed writings and quizzes
4. Ergonomics assignments
5. Repeating students will complete progressively more challenging sessions and indicate higher performance levels

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 problem solving assessments and 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.

Ergonomics homework problems, analysis of diagnostic reports	Problem solving 10 - 20%

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

Software sessions, timed writings, and ergonomic techniques	Skill Demonstrations 60 - 80%

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

Multiple choice, true/false, completion	Exams 10 - 20%

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

Attendance and participation	Other Category 0 - 10%

Representative Textbooks and Materials:
KEYCHAMP, 2nd Edition Sharp et al. South-Western Educational Publishing, 2003 (classic in field).