BGN 201 Course Outline as of Fall 2013

CATALOG INFORMATION

Dept and Nbr: BGN 201   Title: TYPING SELF-PACED
Full Title: Typing Self-Paced
Last Reviewed: 12/12/2022

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50		Lab Scheduled	1.50	4	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: P/NP Only
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: BOT 169.1

Catalog Description:
Individualized instruction to type alphabetic letters, numbers, and symbol keys by touch.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Individualized instruction to type alphabetic letters, numbers, and symbol keys by touch. (P/NP Only)
Prerequisites/Corequisites:
Recommended:
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. Type by touch the alphabetic keys (A-Z).
2. Type by touch the number and symbol keys.
3. Use correct technique and posture while typing.
4. Achieve a minimum speed of at least 25 gross words per minute (errors subtracted from speed score) in order to receive a passing grade.
5. Repeating students will be able to demonstrate increased accuracy and speed.

Topics and Scope:

1. Complete alphabetic drills
    a. Differentiating the fingers to use to type letters by touch
    b. Selecting the appropriate Shift Key to press by touch when capitalizing letters
    c. Formatting and spacing appropriately after sentences and paragraphs
2. Complete numeric and symbol drills
    a. Differentiating the fingers to use to type numbers by touch
    b. Selecting the appropriate Shift Key to press by touch when typing symbols
    c. formatting and spacing appropriately after numbers and symbols
3. Using correct technique and posture while typing
    a. Sitting correctly at a computer work station
    b. Organizing the work station for maximum productivity
    c. Holding fingers in the correct position to avoid wrist injuries
4. Completing timed typing drills
    a. Demonstrating skills in completing timed testing using computer software
    b. printing summary results
5. Repeating students will be able to demonstrate increased accuracy and speed.

Assignment:

1. 20 typing lessons
2. Timed writings
3. Repeating students will be expected to demonstrate increased accuracy and speed.

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.

Timed writings	Skill Demonstrations 90 - 100%

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

None	Exams 0 - 0%

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:
Instructor prepared handbooks to use with software packages.