

CATALOG INFORMATION

Dept and Nbr: BGN 201

Title: BEGINNING TYPING

Full Title: Basic Keyboarding

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**
CSU GE: **Transfer Area**

Effective: Inactive:
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

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Use correct technique and posture while typing.
2. Operate the letter and punctuation keys by touch.
3. Type at the minimum speed and accuracy level acceptable to business standards.

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 punctuation keys.
3. Use correct technique and posture while typing.
4. Achieve a minimum speed of at least 20 net words per minute (errors subtracted from speed score) in order to receive a passing grade.

Topics and Scope:

I. 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

II. 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 punctuation
- C. Formatting and spacing appropriately after punctuation

III. 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

IV. Completing Timed Typing Drills

- A. Demonstrating skills in completing timed testing using computer software
- B. Printing summary results

Assignment:

1. Eighteen typing lessons
2. Timed writings

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 and typing lessons

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:

Keyboarding Online - keyboard short course, Ellsworth Publishing. 2016
Instructor prepared materials