

**BGN 101 Course Outline as of Summer 2017****CATALOG INFORMATION**

Dept and Nbr: BGN 101 Title: TYPING

Full Title: Typing

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 50A

**Catalog Description:**

Develop ability to type by touch using computerized typing software. Emphasis is placed on analyzing and enforcing proper keyboarding and ergonomic techniques with a focus on taking preventative measures to prevent cumulative trauma disorders. Speed and accuracy development emphasized, as well as proofreading.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Develop ability to type by touch using computerized typing software. Emphasis is placed on analyzing and enforcing proper keyboarding and ergonomic techniques with a focus on taking preventative measures to prevent cumulative trauma disorders. Speed and accuracy development emphasized, as well as proofreading. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

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

## **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:**

Upon completion of this course, students will be able to:

1. Operate the following keys by touch: all alphabet keys, punctuation keys, top row number keys, and symbol keys.
2. Continuously improve typing speed and accuracy.
3. Discuss, apply, and use appropriate typing techniques.
4. Demonstrate appropriate ergonomic techniques.
5. Use and interpret proofreading marks.
6. Use correct spacing after punctuation marks.

**Topics and Scope:**

1. Alphabetic, number, and symbol keys
2. Ergonomic techniques
  - a. Correct posture
  - b. Workstation organization
  - c. Exercises and preventative injury measures
3. Breaking bad habits
4. Typing progressive length paragraphs
5. Proofreading marks
6. Spacing principles

**Assignment:**

1. Typing drills based on lessons and software.
2. Timed writings measuring speed and accuracy; 1-, 2-, and 3-minute writings with a minimum of 95% accuracy.
3. Assessment of ergonomic techniques.

4. 10-12 Quizzes, tests.
5. Proofreading exercises.

**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.

Typing drills based on lessons and software, proofreading exercises

Problem solving  
20 - 40%

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

Timed writings, ergonomic techniques

Skill Demonstrations  
40 - 60%

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

10 - 12 Quizzes and tests

Exams  
20 - 40%

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

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

Keyboarding Course, Lessons 1-25, 18th edition, Keyboarding Pro 6 software, South-Western Cengage Learning, 2011