BGN 50.01A Course Outline as of Fall 1981

CATALOG INFORMATION

Dept and Nbr: BGN 50.01A   Title: COMP KEYBRDNG/MAC
Full Title: Self-Paced Computer Keyboarding (Typing) on the Macintosh
Last Reviewed: 8/1/1981

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	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: 01 - May Be Taken for a Total of 1 Unit
Also Listed As:
Formerly:

Catalog Description:
For the general student, individualized instruction in computer keyboarding/touch typing on the Macintosh. 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 100A or ENGL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100A or ENGL 100.
Limits on Enrollment:
Transfer Credit: CSU;

Repeatability: May Be Taken for a Total of 1 Unit

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:	Spring 2011
UC Transfer:		Effective:		Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The students will:
1. Type by touch the alphabetic keys (A-Z).
2. Select option to touch type numbers and symbols.
3. Use correct technique and posture while learning keyboard.
4. Experience use of computer keyboard.

Topics and Scope:

1. Drills and exercises.
2. Skill tests for speed and accuracy.

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.