

**BOT 169.1 Course Outline as of Fall 2005**

**CATALOG INFORMATION**

Dept and Nbr: BOT 169.1      Title: COMP KEYBOARDING  
Full Title: Self-Paced Computer 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	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:    39 - Total 2 Times  
Also Listed As:  
Formerly:        BGN 50.02A

**Catalog Description:**  
Individualized instruction to acquire computer keyboarding/touch typing skill.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Individualized instruction to acquire computer keyboarding/touch typing skill.  
(Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended:  
Limits on Enrollment:  
Transfer Credit:  
Repeatability: Total 2 Times

## **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**

### **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. learn proper spacing between sentencesL

### **Topics and Scope:**

1. Complete alphabetic drills.
2. Complete numeric and symbol drills.
3. Complete skill tests for speed and accuracy.
4. Assess ability and use prescriptive practice drills.

### **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%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Class performances, Performance exams	Skill Demonstrations 40 - 70%
<b>Exams:</b> All forms of formal testing, other than skill performance exams.	
Multiple choice, True/false, Matching items	Exams 10 - 30%
<b>Other:</b> 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.