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**	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:
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.

	Problem solving
None	0 - 0%

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

	Skill Demonstrations
Class performances, Performance exams	40 - 70%

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

	Exams
Multiple choice, True/false, Matching items	10 - 30%

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

	Other Category
ATTENDANCE	10 - 30%

Representative Textbooks and Materials:
Instructor prepared handbooks to use with software packages.