

## BGN 201 \* 2460 Basic Keyboarding \* Fall 2024

### Course 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 is emphasized, as well as proofreading.**

- **Duration: October 16 to December 10**
- **Units: .50**
- **Grade Code: P/ NP only**
- **Repeatability: Two Repeats if Grade was D, F, NP**

### INSTRUCTOR CONTACT:

**Dolores Peña**

[dpena@santarosa.edu](mailto:dpena@santarosa.edu)

Virtual Office Hours: Online Tuesdays and Thursdays from 6:00 - 7:00 p.m.

You could send me a message in the INBOX page of our class. The Discussion page in Canvas has areas for questions, discussions, and comments, and a student forum for questions. Instructor will post announcements on "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students to their preferred notification preferences.

### STUDENT LEARNING OUTCOMES

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

1. Use correct techniques 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

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

## COURSE OUTLINE OF RECORD

### TOPICS AND SCOPE

#### **A. Complete Alphabetic Drills**

- Differentiating the fingers to use to type letters by touch
- Selecting the appropriate Shift Key to press by touch when capitalizing letters
- Formatting and spacing appropriately after sentences and paragraphs.

#### **B. Complete Numeric and Symbol Drills**

- Differentiating the fingers to use to type numbers by touch
- Selecting the appropriate Shift Key to press by touch when typing punctuation
- Formatting and spacing appropriately after punctuation

#### **C. Using Correct Technique and Posture While Typing**

- Sitting correctly at a computer work station
- Organizing the work station for maximum productivity
- Holding fingers in the correct position to avoid wrist injuries

#### **D. Completing Timed Typing Drills**

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

## COURSE DATES:

## TEXTBOOK AND MATERIALS:

Keyboard Short Course, Barbara Ellsworth, Ellsworth Publishing Company.

**There is a textbook, but you can buy the book plus the access for the same price from the SRJC bookstore. Or you can buy just an ACCESS CODE** from the publisher. I prefer you have the book. See class Getting Starting page for more info.

<https://retail.keyboardingonline.com/>

## HARDWARE AND SOFTWARE

This course is "hosted" by the Ellsworth Publishing Company. You will just go to their site and register with your access code. You should be able to access and work with your materials from any device, Mac or PC. You'll see how to do this on the Get Started page.

## ATTENDANCE

This class is entirely online and will not have an in-person attendance requirement. But there are 24 lessons in the book – I will be expecting three lessons a week from you, although you can work at your own pace and may finish early. You should be putting in at least three hours a week, a total of 24 hours or more, although I will not specifically be counting hours.

Students who fail to log on and initiate participation by 11:59 p.m. of the first day of class may be dropped by the instructor.

## DROPPING THE CLASS

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row, that you contact the instructor to avoid being dropped from the class.

## LATE POLICY

Although we are working at our own pace, you must finish the lessons as assigned. If you are missing two deadlines in a row, you may be dropped from the class. If your work is more than one week late, it will not be accepted.

## EVALUATION

### Lessons - 40%

Completion of 20 lessons of 1-minute timed writings with a minimum job entry speed of 20 words per minute and an accuracy rate of 98% or higher.

### Tests - 40%

Completion of 8 timing tests of including 2 and 3 minutes, with a minimum entry speed of 20 words per minute and an accuracy rate of 98% or higher.

### Quizzes - 10 %

Completion of quizzes detailing specific information from text relating to vocabulary and the ergonomic work environment.

### Other Assignments - 10%

Performance and tracking of breaks/ exercises/ stretches demonstrating good ergonomic techniques while keying.

Average Typing Speed

<b>30</b>	<b>A</b>
<b>25</b>	<b>B</b>
<b>20</b>	<b>C</b>
<b>15</b>	<b>D</b>