

**BGN 201 Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: BGN 201 Title: BEGINNING TYPING

Full Title: Basic Keyboarding

Last Reviewed: 3/27/2017

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	4	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: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BOT 169.1

**Catalog Description:**

Individualized instruction to type alphabetic letters, numbers, and symbol keys by touch.

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

Description: Individualized instruction to type alphabetic letters, numbers, and symbol keys by touch. (P/NP Only)

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>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

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

1. Use correct technique 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:**

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

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.

### **Topics and Scope:**

#### **I. Complete Alphabetic Drills**

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

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

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

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

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

#### **IV. Completing Timed Typing Drills**

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

**Assignment:**

1. Eighteen typing lessons
2. Timed writings

**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.

Timed writings and typing lessons

Skill Demonstrations  
90 - 100%

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

None

Exams  
0 - 0%

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

Attendance and participation

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

Keyboarding Online - keyboard short course, Ellsworth Publishing. 2016  
Instructor prepared materials