

**BGN 201 Course Outline as of Fall 2023****CATALOG INFORMATION**

Dept and Nbr: BGN 201 Title: BEGINNING TYPING

Full Title: Basic 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	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:**

Students will learn to type alphabetic letters, numbers, and symbol keys by touch.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**Description: Students will learn 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>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

### **CID:**

#### **Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Type at least 20 net words per minute (errors subtracted from speed score).
2. Identify correct ergonomic technique for posture and hand positions while typing.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Type by touch the alphabetic keys (A-Z).
2. Type by touch the punctuation keys.
3. Use correct ergonomics technique and posture while typing.
4. Achieve at least 20 net words per minute (errors subtracted from speed score) in order to receive a passing grade.

### **Topics and Scope:**

#### **I. Completing 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. Completing 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 workstation
- B. Organizing the workstation 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. Typing lessons
2. Timed writings
3. In-class or online discussions

**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.

Typing lessons; timed writings

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; participation; in-class or online discussions

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

Keyboard Short Course with Keyboarding Online access code. Barbara Ellsworth. Ellsworth Publishing Company. 2016 (classic).

Instructor prepared materials