

BGN 101 Course Outline as of Fall 2010**CATALOG INFORMATION**

Dept and Nbr: BGN 101 Title: TYPING

Full Title: Typing

Last Reviewed: 12/14/2015

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

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

Also Listed As:

Formerly: BOT 50A

Catalog 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 emphasized, as well as proofreading.

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

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 emphasized, as well as proofreading. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

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:

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

1. Operate the following keys by touch: all alphabet keys, punctuation keys, top row number keys, and symbol keys.
2. Continuously improve typing speed and accuracy.
3. Discuss, apply, and use appropriate typing techniques.
4. Demonstrate appropriate ergonomic techniques.
5. Identify and operate computer function keys.
6. Use and interpret proofreading marks.
7. Use correct spacing after punctuation marks.

Topics and Scope:

1. Alphabetic, number, and symbol keys
2. Computer function keys
3. Ergonomic techniques
 - a. Correct posture
 - b. Workstation organization
 - c. Exercises and preventative injury measures
4. Breaking bad habits
5. Typing progressive length paragraphs
6. Proofreading marks
7. Spacing principles

Assignment:

1. 25 lessons of typing drills
2. Timed writings (20) measuring speed and accuracy; 3 minutes with 3 or fewer errors.

3. Assessments (15) including quizzes, tests, and ergonomic techniques
4. Reading 10 - 15 pages each week from textbook and other instructional resources
5. 5 to 10 proofreading exercises

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 problem solving assessments and 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.

Assignments in software, proofreading exercises

Problem solving
10 - 20%

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

Timed writings, lessons in software, ergonomic techniques

Skill Demonstrations
50 - 60%

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

Multiple choice, true/false, matching items, completion

Exams
10 - 20%

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 Course, Lessons 1-25, 17th edition, Keyboarding Pro 5 software, South-Western Cengage Learning, 2008