#### **BGN 201 Course Outline as of Fall 2017**

## **CATALOG INFORMATION**

Dept and Nbr: BGN 201 Title: BEGINNING TYPING Full Title: Basic Keyboarding Last Reviewed: 12/12/2022

Units		<b>Course Hours per Week</b>	ľ	Nbr of Weeks	<b>Course Hours Total</b>	
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:**

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

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

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

Timed writings and typing lessons

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

None

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

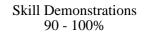
Attendance and participation

#### **Representative Textbooks and Materials:**

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

Writing 0 - 0%	

Problem solving 0 - 0%



Exams	
0 - 0%	

