

CATALOG INFORMATION

Dept and Nbr: BGN 150.2 Title: COMP SKILLBLDG/DOS
Full Title: Self-Paced Computer Keyboard Skillbuilding on IBM/DOS Equip
Last Reviewed: 3/14/1990

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 2.00 | Lecture Scheduled | 0 | 17.5 | Lecture Scheduled | 0 |
| Minimum | 0.50 | Lab Scheduled | 1.50 | 2 | 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: Grade or P/NP
Repeatability: 02 - May Be Taken for a Total of 2 Units
Also Listed As:
Formerly:

Catalog Description:
For the general student, individualized instruction in computer keyboard skill building for speed and accuracy using DOS equipment (IBM or compatible). Open-entry/open-exit course that allows students to work at their own pace. Student must meet with instructor one assigned hour each week. Additional work completed during open lab hours. Takes approximately 24 hours to complete.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100A or ENGL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: Improve typing speed and accuracy. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100A or ENGL 100.
Limits on Enrollment:

Transfer Credit:
Repeatability: May Be Taken for a Total of 2 Units

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:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

The students will:

1. Space correctly when using punctuation marks.
2. Assess ability and use prescriptive practices.
3. Develop/increase speed when keyboarding.
4. Improve accuracy in keyboarding.
5. Select option to touch type numbers and symbols.

Topics and Scope:

1. Improve touch typing/keyboarding by perfecting accuracy and building speed.
2. Assessing abilities.

Assignment:

1. Drills and exercises.
2. Skill tests.

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.

Class performances, Performance exams

Skill Demonstrations
40 - 70%

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

Multiple choice, True/false, Matching items

Exams
0 - 30%

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

ATTENDANCE

Other Category
10 - 30%

Representative Textbooks and Materials:

Instructor prepared handbooks to use with software packages.