

CATALOG INFORMATION

Dept and Nbr: BGN 201

Title: TYPING SELF-PACED

Full Title: Typing Self-Paced

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: 39 - Total 2 Times

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: Total 2 Times

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

**AS Degree:**      **Area**  
**CSU GE:**        **Transfer Area**

Effective:      Inactive:  
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 the course, students will be able to:

1. Type by touch the alphabetic keys (A-Z).
2. Type by touch the number and symbol keys.
3. Use correct technique and posture while typing.
4. Achieve a minimum speed of at least 25 gross words per minute (errors subtracted from speed score) in order to receive a passing grade.
5. Repeating students will be able to demonstrate increased accuracy and speed.

### **Topics and Scope:**

1. 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
2. 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 symbols
  - c. formatting and spacing appropriately after numbers and symbols
3. 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
4. Completing timed typing drills
  - a. Demonstrating skills in completing timed testing using computer software
  - b. printing summary results
5. Repeating students will be able to demonstrate increased accuracy and speed.

### **Assignment:**

1. 20 typing lessons
2. Timed writings
3. Repeating students will be expected to demonstrate increased accuracy and speed.

## 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

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:

Instructor prepared handbooks to use with software packages.