

BGN 203 Course Outline as of Fall 2011**CATALOG INFORMATION**

Dept and Nbr: BGN 203 Title: 10-KEY NUMERIC SELF PACE

Full Title: Self-Paced 10-Key Numeric Keypad

Last Reviewed: 3/27/2017

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: Grade or P/NP

Repeatability: 33 - 3 Enrollments Total

Also Listed As:

Formerly:

Catalog Description:

Individualized instruction in using the 10-key numeric keypad by touch. Students will achieve a minimum speed of 7,000 KPH (keystrokes per hour) with at least 90 percent accuracy. Formerly taught as BOT 169.3

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

Description: Individualized instruction in using the 10-key numeric keypad by touch. Students will achieve a minimum speed of 7,000 KPH (keystrokes per hour) with at least 90 percent accuracy. Formerly taught as BOT 169.3 (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:
Repeatability: 3 Enrollments Total

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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

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

1. Input numbers rapidly and accurately by touch.
2. Use correct techniques and posture while learning the 10-key pad.
3. Repeating students will improve their keystroke speed by at least 10 percent of previous score.

Topics and Scope:

1. Identification of number keys on 10-key pad
2. Use of appropriate fingers to select keys
3. Typing techniques
 - A. Posture
 - B. Rhythm
4. Skills tests for speed and accuracy
Repeating students will improve their keystroke speed

Assignment:

1. 10 software lessons providing drills and exercises
2. 3 to 5 skills tests
3. 1 to 2 quizzes
Repeating students will improve their keystroke 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.

Software drills and skills tests

Skill Demonstrations
70 - 80%

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

Quizzes: multiple choice, true/false, matching items

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:

Instructor prepared handbooks to use with software packages.
Ten Key Mastery, Ellsworth Publishing, 2007.