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.