

CATALOG INFORMATION

Dept and Nbr: BGN 203

Title: SELF-PACED 10-KEY

Full Title: Self-Paced 10-Key

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: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**  
Individualized instruction in using the 10-key numeric keypad by touch. Students will achieve a minimum speed of 10,000 KSPH (keystrokes per hour) with at least 98 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 10,000 KSPH (keystrokes per hour) with at least 98 percent accuracy. Formerly taught as BOT 169.3 (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended:  
Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

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

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

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**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.

**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. 22 software lessons providing drills and exercises
2. 8 to 10 skills tests
3. 1 to 2 quizzes

**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, 2011.