Approved (Changed Course)

BGN 203 Course Outline as of Fall 2016

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:

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.

Topics and Scope:

I. Identification of number keys on 10-key pad
II. Use of appropriate fingers to select keys
III. Keying techniques
    A. Posture
    B. Rhythm
IV. Skills tests for speed and accuracy

Assignment:

1. 22 software lessons providing drills and exercises
2. 8 to 10 skills performance exams
3. 1 to 2 quizzes
4. Ergonomic assessments

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.

	Writing 0 - 0%
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.	

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

	Problem solving 0 - 0%
None	

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

	Skill Demonstrations 70 - 80%
Software drills and skills performance exams	

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

	Exams 10 - 20%
1 to 2 quizzes	

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

	Other Category 0 - 10%
Ergonomic assessments	

Representative Textbooks and Materials:
Instructor prepared handbooks to use with software packages.
Ten Key Mastery, Ellsworth Publishing, 2013.