

**BGN 203 Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: BGN 203 Title: 10-KEY SKILLS

Full Title: 10-Key Skills

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.

**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. (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**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Students will be able to:

Keystroke by touch at least 10,000 KSPH (keystrokes per hour) with 98 percent accuracy as measured by averaging scores from drill exercises and tests.

**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. Twenty-two software lessons providing drills and exercises
2. Skills performance exams (8 - 10)
3. Quizzes (1 - 2)
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.

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 performance exams

Skill Demonstrations  
90 - 100%

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

Quizzes

Exams  
0 - 10%

**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. 2015