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:

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

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