

BGN 203 Section 5590 Ten-Key

Course 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.

- **Duration:** March 26 to May 25
- **Units:** .50
- **Grade Code:** Grade or P/ NP
- **Repeatability:** Two Repeats if Grade was D, F, NP

INSTRUCTOR CONTACT:

Dolores Peña

dpena@santarosa.edu

Virtual Office Hours: Online Tuesdays and Thursdays from 6:00 - 7:00 p.m.

You could send me a message in the INBOX page of our class. The Discussion page in Canvas has areas for questions, discussions, and comments, and a student forum for questions. Instructor will post announcements on "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students to their preferred notification preferences.

STUDENT LEARNING OUTCOMES

Students will be able to:

Keystroke by touch at least 10,000 KSPH (keystrokes per hour) with 98% 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 postures while learning the 10-key pad.

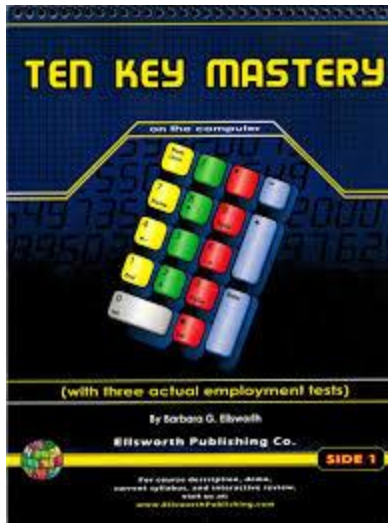
TOPICS AND SCOPE

- I. Identification of Number Keys on 10-Key Pad
- II. Use of Appropriate Fingers to Select Keys
- III. Keying Techniques - Posture and Rhythm
- IV. Skills Tests for Speed and Accuracy

COURSE DATES:

Day Class Begins:	Monday, March 26, 2018
Day Class Ends:	Friday, May 25, 2018
Day/Time of Final Exam:	To be Arranged
Last Day to Add without instructor's approval:	Monday, March 26, 2018
Last Day to Add with instructor's approval:	Monday, April 2, 2018
Last Day to Drop and be eligible for enrollment/course fee refund:	Monday, March 26, 2018
Last Day to Drop without a 'W' symbol:	Monday, April 2, 2018
Last Day to Drop with a 'W' symbol:	Sunday, May 6, 2018
Last Day to Opt for Pass/No Pass:	
First Census Date:	Monday, April 2, 2018

TEXTBOOK AND MATERIALS:



Ten Key Mastery on the Computer, Ellsworth, Barbara, Ellsworth Publishing Company. Text is available in the SRJC bookstore and on the publisher's website.

HARDWARE AND SOFTWARE

This course is "hosted" by the Ellsworth Publishing Company. You will just go to their site and register with your access code. You should be able to access and work with your materials from any device, Mac or PC. You'll see how to do this in the Get Started page.

ATTENDANCE

This class is entirely online and will not have an in-person attendance requirement. But there are 24 lessons in the book -- I will be expecting three lessons a week from you, although you will actually be working at your own pace and may finish early. You should be putting in at least three hours a week, a total of 24 hours or more, although I will not specifically be counting hours.

Students who fail to log on and initiate participation by 11:59 of the first day of class may be dropped by the instructor.

DROPPING THE CLASS

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row, that you contact the instructor to avoid being dropped from the class.

LATE POLICY

Although we are working at our own pace, you must finish the lessons as assigned. If you are missing two deadlines in a row, you may be dropped from the class. If your work is more than one week late, it will not be accepted.

EVALUATION

Lessons - 40%

Completion of 24 lessons of 1-minute timed writings with a minimum job entry speed of 11,000 keystrokes per hour (B grade) and an accuracy rate of 98% or higher.

Skill Performance Tests 40%

Completion of 8 timing tests of various lengths including 2 minutes, 3 minutes, 4 minutes, and 5 minutes (as indicated on each lesson) with a minimum job entry speed of 11000 keystrokes per hour) and an accuracy rate of 98% or higher.

Quizzes - 10 %

Completion of quizzes detailing specific information from text relating to vocabulary and the ergonomic work environment.

Other Assignments - 10%

Performance and tracking of breaks/ exercises/ stretches demonstrating good ergonomic techniques while keying 40 points. These will include readings and discussion posts.

Grading Scale for Keystrokes per Minute

12,000	A - 90 – 100%
11,000	B – 80 – 90%
10,000	C - 70 – 80%
8,000	D – 70 – 80%