BGN 203 Course Outline as of Fall 2011

CATALOG INFORMATION

Dept and Nbr: BGN 203 Title: 10-KEY NUMERIC SELF PACE

Full Title: Self-Paced 10-Key Numeric Keypad

Last Reviewed: 3/27/2017

| Units | | Course Hours per Week | I | 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: 33 - 3 Enrollments Total

Also Listed As:

Formerly:

Catalog Description:

Individualized instruction in using the 10-key numeric keypad by touch. Students will achieve a minimum speed of 7,000 KPH (keystrokes per hour) with at least 90 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 7,000 KPH (keystrokes per hour) with at least 90 percent accuracy. Formerly taught as BOT 169.3 (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: 3 Enrollments Total

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.
- 3. Repeating students will improve their keystroke speed by at least 10 percent of previous score.

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. 10 software lessons providing drills and exercises
- 2. 3 to 5 skills tests
- 3. 1 to 2 quizzes

Repeating students will improve their keystroke speed

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, 2007.