BOT 169.3 Course Outline as of Fall 2001

CATALOG INFORMATION

Dept and Nbr: BOT 169.3   Title: 10-KEYPAD/DOS
Full Title: Self-Paced 10-Key Numeric Keypad on IBM/DOS Equipment
Last Reviewed: 3/19/2001

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.25	Lecture Scheduled	0	17	Lecture Scheduled	0
Minimum	0.25	Lab Scheduled	1.00	4	Lab Scheduled	17.00
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 17.00

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 33 - 3 Enrollments Total
Also Listed As:
Formerly: BGN 50.12

Catalog Description:
For the general student, individualized instruction in using the 10-key numeric keypad by touch using DOS equipment (IBM or compatible). Open-entry/open-exit course that allows students to work at their own pace. Student must meet with instructor one assigned hour each week. Additional work completed during open lab hours. Takes approximately 15 hours to complete.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: Individualized instruction in using the 10-key numeric keypad by touch using IBM equipment. Open-entry/open-exit course that allows students to work at their own pace. Student must meet with instructor 1 assigned hour each week. Additional work completed during open lab hours. Takes approximately 15 hours to complete. (Grade or P/NP)
Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100.
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:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The students will:
1. Input numbers rapidly and accurately by touch.
2. Use correct techniques and posture while learning the 10-key pad.

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

Assignment:

1. Drills and exercises.
2. Skill tests.

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.

| Class performances, Performance exams | Skill Demonstrations
20 - 40% |

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

| Multiple choice, True/false, Matching items | Exams
30 - 60% |

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

| ATTENDANCE | Other Category
20 - 30% |

Representative Textbooks and Materials:
Instructor prepared handbooks to use with software packages.