

Las Positas College
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Course Outline for CIS 73A

TEN-KEY SKILL DEVELOPMENT

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 73A — TEN-KEY SKILL DEVELOPMENT — 1.00 units

Skill development on the computer numeric keypad and electronic calculator including use of memory functions, and data entry using spreadsheets.

1.00 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

| | <u>MIN</u> |
|---------------------|------------|
| Lab Hours: | 54.00 |
| Total Hours: | 54.00 |

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Use correct fingering on the computer numeric keypad;
- B. Key numeric data using the numeric keypad at a minimum rate of 90 strokes per minute with 98 percent accuracy;
- C. Enter numeric data into a spreadsheet;
- D. Perform calculations using the memory functions of an electronic calculator..

V. CONTENT:

- A. Develop ten-key speed and accuracy using the computer numeric keypad
- B. Use a electronic calculator to perform basic calculations
 - 1. Addition
 - 2. Subtraction
 - 3. Multiplication
 - 4. Division
- C. Use the memory functions of an electronic calculator to perform calculations
 - 1. Use constants in addition and subtraction
 - 2. Use constants in multiplication
 - 3. Automatic totals
 - 4. Positive and negative multiplication
 - 5. Division—whole numbers and decimals
- D. Use ten-key skills to enter data into Excel worksheets

VI. METHODS OF INSTRUCTION:

- A. Ten-key computer software
- B. Instructor demonstrations

VII. TYPICAL ASSIGNMENTS:

A. Complete Lessons 1A, 1B, and 1C. After completing each lesson print your lesson results. To be accepted, your accuracy percent must be 95% or higher. B. Complete Lesson 11 in the Electronic/Memory Calculator handout. Turn in tape prints showing work. C. Spreadsheet Integration—Complete the Basic Living Expenses worksheet using Microsoft Excel. Print a copy of each completed worksheet.

VIII. EVALUATION:

A. **Methods**

- 1. Projects
- 2. Other:
 - a. Methods
 - 1. Completion of lessons within speed and accuracy requirements
 - 2. Speed/accuracy performance level with increase strokes per minute and accuracy goals.

a. Typical Timing:

1. Take two 1-minute timings using Drills 1A and 1B. Drills must be completed with 95% accuracy to be accepted. Calculate your strokes per minute and record on your drill results printout. Your SPM goal is 100.
2. Take two 3-minute timings using Drills 3A and 3B. Drills must be completed with 98% accuracy to be accepted. Calculate your strokes per minute and record on your drill results printout. Your SPM goal is 130.
3. Take two 5-minute timings using Drills 5A and 5B. Drills must be completed with 98% accuracy to be accepted. Calculate your strokes per minute and record on your drill results printout. Your SPM goal is 150.
4. Complete the Payroll Project using the Touch Key program. To be accepted, your accuracy must be 98% or higher and your SPM must be at least 115.

B. Frequency

1. Frequency
 - a. Daily lessons
 - b. 4-6 timings
 - c. 2-3 timed projects

IX. TYPICAL TEXTS:

1. Burton and Burton *Touch Key 10-Key Software*. 3RD ed., Pearson Education, 2006.
2. Slater, Jeffrey *Electronic Calculator Guide*. 9th ed., McGraw-Hill Higher Education, 2008.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. 3½ floppy disk
- B. Go Print card