

Las Positas College
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Course Outline for CIS 73A

TEN-KEY SKILL DEVELOPMENT

Effective: Fall 2018

I. CATALOG DESCRIPTION:

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

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

1.00 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

- Computer Information Systems

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

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

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

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

V. CONTENT:

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

VI. METHODS OF INSTRUCTION:

- Ten-key computer software
- Instructor demonstrations

VII. TYPICAL ASSIGNMENTS:

- 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.
- Complete Lesson 11 in the Electronic/Memory Calculator handout. Turn in tape prints showing work.
- Spreadsheet Integration—Complete the Basic Living Expenses worksheet using Microsoft Excel. Print a copy of each completed worksheet.

VIII. EVALUATION:

A. **Methods**

- Lab Activities
- Other:
 - 1, 3, and 5 minute timings with increasing speed and accuracy goals

B. **Frequency**

1. Weekly lab activities
2. 4-6 timings

IX. TYPICAL TEXTS:

1. Burton, David, and Jo Burton. *Touch Key 10-Key Software*. 3rd ed., Pearson Education, 2006.
2. Slater, Jeffrey *Electronic Calculator Guide*. 9th ed., McGraw-Hill Higher Education, 2008.
3. Ellsworth, B.J.. *Ten-Key Mastery*. 2017 ed., Ellsworth Publishing, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Go Print card