

**COURSE SYLLABUS
OFADM 375 – 10-Key on the Computer**

Section: 5084

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Course Description

You are about to begin learning a very important office skill. Ten-Key on the Computer is a course designed to teach the computer's numeric keypad by touch. Students in the fields of data entry, accounting, office administration, insurance, banking, finance, and any other work that requires numeric input will especially benefit from this course

Scheduling

Week	Lessons	Due Date
Week 1	Orientation Quiz and Lessons 1-5	January 13 at noon
	Lesson Quiz	January 15
Week 2	Lessons 6-12	January 20 at noon
	Lesson Quiz	January 22
Week 3	Lessons 13-18	January 27 at noon
	Lesson Quiz	January 29
Week 4	Lessons 19-24	February 3 at noon
	Lesson Quiz	February 5
Week 5	Employment Tests 1, 2, & 3	February 9 at noon
	Lesson Quiz	February 11

Learning Outcomes

Upon completion of this course, students will:

- Demonstrate the ability to input data using the numeric keypad at a minimum speed of 6000 strokes per hour.

Academic Integrity

Cheating or plagiarism demonstrates a failure to complete the most basic requirement of any course. Thus, the instructor may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course. The instructor may also consider that a student's violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the College. Disciplinary action for violating academic integrity is administered through the office of the Vice President of Student Services under Board Policy 5007 (Student Code of Conduct).

Textbook

10-Key Mastery on the Computer by Barbara Ellsworth

You will be using an online version of the software. The book is not returnable to the bookstore if it has been opened.

Note

Lesson 25 requires data entry using the alphabet keys and the 10-key numbers. If necessary, please contact your instructor about your alphabetic keyboarding skill.

To Start Your 10-Key Course

1. Open Google Chrome.
2. Key www.keyboardingonline.com ([Links to an external site.](#)) in the address bar. (We suggest you bookmark or add this to your favorites on your home computer to avoid typing it in each time you work in your course.)
3. Click the red **LOGIN NOW** box at the top of the screen.
4. Enter the following:
Select your role: **Student**
School login: **mjc**, then press Enter or click the green **Sign in** box
5. Click once on the **Ten Key Mastery** icon.
6. Click **OFADM 375_Online** under Class List. Find your name in the list and click it.
7. In the password box below Class List, enter your **Student ID Number** (without the W) then press Enter or click the blue login box. You will use your ID number each time you log in.
8. A picture menu will open. Click Introduction in the top row. Read Step 1, then click and read Step 2. Continue clicking and reading each step through Step 8. Follow the instructions in Step 8 to begin Lesson 1.
9. [Refer to page B-2 in your text for the correct hand position.](#)
10. Enter your **16-digit serial code**. The code should be printed in the back of the book.
11. When you are ready to exit, click the logout button on the menu bar near the top right of your screen.

The next time you enter the 10-key program, you can choose Lessons Menu from the picture menu that appears and continue where you left off.

Learning Exercises

You will be completing Lessons 1-24, each of which requires five recorded timings (the program will only record your timings with an accuracy rate of 95% or better—you may need to do some lessons several times in order to have five recorded timings).

You will also need to complete the three Employment Tests. These tests are actual tests used by many employment agencies, banks, credit card companies, etc. You will only need three recorded timings for each employment test.

Completing Assignments

1. Refer to page B-2 for correct hand position.
2. Open your textbook to page B-4.
3. On the computer screen, click the first Lesson for 741.
4. Complete 5 recordings of Lesson 1. You must have at least 95% accuracy for a Lesson to record.

- As you make your reaches with your right index finger, keep the 2nd and 3rd fingers on the home row as a guide.

After completing 5 recordings of Lessons 1 – 5, submit a Progress Report.

Viewing and Saving Reports

- To view your recorded scores, click Progress Report on the blue menu bar at the top of the screen and click Simple Report.
- To **save** your Progress Report, while the Progress Report is on the screen, click the green print button near the top right corner. Be sure that “Anytime” is selected each time you save a Progress Report. In the **Destination** box, make sure **Save as PDF** is selected (if not click **Change** and select **Save as PDF**). Click Save. In the Save As dialog box that appears, browse to the location where you save your files, properly name the report as indicated in your learning module and click **Save**.
- To save your Final Grade Report, click Grade Report on the blue menu bar and select Final Grade Report. Use your browser to save the report.

Grading scale for overall average strokes per hour:

11,000 +	A
10,000-10,999	A-
9,500,-9,999	B+
8,500-9,499	B
8,000-8,499	B-
7,500-7,999	C+
6,500-7,499	C
6,000-6,499	C-
5,750-5,999	D+
5,250-5,749	D
5,000-5,249	D-
4,999 or below	F

Plan for Required Assignments

Week	Orientation Quiz	
1	Lesson 1-5, Lesson Quiz	(five recorded for each exercise, submit)
Week	Lessons 6-12, Lesson Quiz	(five recorded for each exercise, submit)
2		
Week	Lessons 13-18, Lesson Quiz	(five recorded for each exercise, submit)
3		
Week	Lessons 19-24, Lesson Quiz	(five recorded for each exercise, submit)
4		

Week 5	Employment Tests 1, 2, & 3, Lesson Quiz	(five recorded for each exercise, submit)
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To access Employment Tests, click on EMPLOYMENT TESTS on the main menu

Employment Test 1 (Lesson 25)
Read pages C-2 and C-3 before trying test/five recorded)

Employment Test 2 (Lesson 26)
Read page C-20 before trying test/five recorded)

Employment Test 3 (Lesson 27)
Read pages C-22 and C-23 before trying test/five recorded)