**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE**

**COURSE OUTLINE**

**DEPT.** ADSA  
**COURSE NUMBER:** 1132

**NUMBER OF CREDITS:** 1  
**Lecture:** _____  
**Lab:** 1

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<th><strong>Course Title:</strong></th>
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<td>10-Key Operations</td>
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<tr>
<th><strong>Catalog Description:</strong></th>
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<td>This course focuses on the development of touch control technique on a 10-key number pad for accuracy and speed applicable to business situations.</td>
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**FULFILLS MN TRANSFER CURRICULUM AREA(S)**

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

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<th><strong>Prerequisites or Necessary Entry Skills/Knowledge:</strong></th>
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<td>None</td>
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### Topics to be Covered (General)

1. Touch control keyboarding  
2. 10-Key keystroking position and technique  
3. 10-Key speed and accuracy

### Student Learning Outcomes

1. Utilize proper position and technique to develop and improve 10-Key speed and accuracy  
2. Complete timed keyboarding speed and accuracy drills  
3. Demonstrate the application of 10-Key skills to complete production exercises simulating realistic business applications

### Is this course part of a transfer pathway:  
Yes [ ]  
No [x]  

Revised 10/19