DEPT.  ADSA   COURSE NUMBER:  1132

NUMBER OF CREDITS:  1   Lecture:  0  Lab:  1  OJT 0

Course Title:
10-Key Operations

Catalog Description:
Ten-Key Operations focuses on the development of touch control technique on a 10-key number pad for accuracy and speed applicable to business situations

Prerequisites or Necessary Entry Skills/Knowledge:
None

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
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:

Topics to be Covered
Touch control keyboarding
10-Key keystroking position and technique
10-Key speed and accuracy
## Student Learning Outcomes

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<thead>
<tr>
<th>Outcomes</th>
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<tbody>
<tr>
<td>Utilize proper position and technique to develop and improve 10-Key speed and accuracy</td>
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<tr>
<td>Complete timed keyboarding speed and accuracy drills</td>
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<tr>
<td>Demonstrate the application of 10-Key skills to complete production exercises simulating realistic business applications</td>
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### Is this course part of a transfer pathway:

- Yes [ ]
- No [x]