Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. ___ ADSA _____ COURSE NUMBER: 1132 _____

NUMBER OF CREDITS: ___ 1 __ Lecture: _______ Lab: ____ 1 ______

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.

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:

Prerequisites or Necessary Entry Skills/Knowledge:
None
### 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

*2-3 Learning outcomes per credit*  
*Must be observable*  
*Must be measurable*  
*Must specify an action that is done by student learners*  
*More specific objectives can be identified on instructor syllabi for the course*  
*Must begin with an action verb*  

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

See SAMPLE EXPECTED LEARNING OUTCOMES STATEMENTS and ACTION VERB LIST FOR COURSE OUTCOMES in the Minnesota West Curriculum Development Manual which can be accessed at [https://www.mnwest.edu/faculty-resources/curriculum-manual](https://www.mnwest.edu/faculty-resources/curriculum-manual)

### Is this course part of a transfer pathway:  

Yes [ ]  
No [x]  

*If yes, please list the competencies below*