COURSE TITLE: Computerized 10-Key  
COURSE NUMBER: CITPT 102  
CREDIT HOURS: 1  
INSTRUCTOR: Rhonda Combs  
E-MAIL ADDRESS: rhcombs@lcmail.lcsc.edu  
OFFICE HOURS: Tuesdays/Thursdays, 8:00 - 10:00  
OFFICE LOCATION: Sam Glenn Complex, Room 200G  
PHONE: 792-2315  
PREREQUISITE: None  
TEXT: No text is required but you will need to purchase the “10-Key Mastery Access Code” only at this site: http://store.keyboardingonline.com/ten-key-mastery.html  
REQUIRED MATERIALS: Computer, keyboard with a 10-key pad, and Internet access  
WEB SITE:  
  ✓ 10 Key login website: http://login.keyboardingonline.com  
  ✓ Instructions to help you login: connect.lcsc.edu/rcombs/citpt102/10keyinstructions.pdf  
  ✓ My website: connect.lcsc.edu/rcombs  
DATE: January 2015

PURPOSE AND OBJECTIVE OF THE COURSE:
Computerized 10-Key is designed to teach the use of the numeric keypad to maximize speed and accuracy.

The objective is to develop 10-key entry-level skills that will help the student obtain and succeed in jobs that require data entry skills.

METHODS OF INSTRUCTION:
This course is designed to build individual speed and accuracy using the 10-key numeric keypad. This course is taught online and communications will be made through lcmail.

METHODS OF EVALUATION:
The 10-key skill is one that requires proficiency to be useful in the world of employment. Therefore, the passing competency level is based on the industry minimum standard of 12,000 strokes per hour with a minimum accuracy rate of 98 percent.

You are required to complete Lessons 1-27 (you are not required to complete the “Optional” Lessons). You must complete all 27 Lessons and meet the speed and accuracy requirements below to pass the course. The lessons are weighted as follows:
<table>
<thead>
<tr>
<th>Lessons</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-22</td>
<td>30%</td>
</tr>
<tr>
<td>23</td>
<td>5%</td>
</tr>
<tr>
<td>24</td>
<td>35%</td>
</tr>
<tr>
<td>25</td>
<td>10%</td>
</tr>
<tr>
<td>26</td>
<td>10%</td>
</tr>
<tr>
<td>27</td>
<td>10%</td>
</tr>
</tbody>
</table>

The grading scale for overall weighted strokes per hour is as follows:

<table>
<thead>
<tr>
<th>Strokes per Hour</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,000</td>
<td>A</td>
</tr>
<tr>
<td>10,000</td>
<td>B</td>
</tr>
<tr>
<td>8,000</td>
<td>C</td>
</tr>
<tr>
<td>6,000</td>
<td>D</td>
</tr>
</tbody>
</table>

Be sure when you are checking your grade that you check your “final grade” not your “current grade.”

**GENERAL INSTRUCTIONS:**

Keeping up with the schedule is required. If you fall behind, I will ask that you drop the class or catch up immediately. I will check online to see that you have logged into the 10 key software on January 23, 2015. Starting this class during by this date will count as attendance for your financial aid eligibility. I will be checking your progress on the days listed below.

This is the schedule for the semester:

<table>
<thead>
<tr>
<th>Due Dates</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed., Feb. 4, 2015</td>
<td>through lesson #8</td>
</tr>
<tr>
<td>Wed., Feb. 18, 2015</td>
<td>through lesson #14</td>
</tr>
<tr>
<td>Wed., Mar. 4, 2015</td>
<td>through lesson #20</td>
</tr>
<tr>
<td>Wed., Mar. 18, 2015</td>
<td>through lesson #23</td>
</tr>
<tr>
<td>Wed., Apr. 8, 2015</td>
<td>through lesson #24</td>
</tr>
<tr>
<td>Wed., Apr. 22, 2015</td>
<td>status on employment tests 25-27</td>
</tr>
<tr>
<td>Wed., May 6, 2015</td>
<td>status on employment tests 25-27</td>
</tr>
</tbody>
</table>

After you have completed all 27 lessons, you may go to the Grade Report to see your final grade. If you look at the Grade Report’s “Final Grade” before all exercises and tests are completed, be aware that the program will calculate zeros for the work you have not completed, which will distort your final grade. If you have completed all of the lessons, and you are not satisfied with your final grade, you may redo any lessons that are bringing your final grade down. The best place to start increasing your grade is lesson 24 because it is worth 35 percent of your entire grade.

Once all lessons are complete and you are satisfied with your grade, you have completed the class. You may certainly work ahead of the schedule above. The sooner you finish this course, the sooner you will have more time for your other classes.
PLEASE NOTE:

Students registered for this class who are not making satisfactory progress will be asked to drop the course. Students who stop working on the class without officially dropping or withdrawing from the course will receive an “F” on their transcript. Satisfactory progress will be considered staying within or exceeding the schedule above. Extenuating circumstances need to be discussed with the instructor prior to the end of the semester.

I do not give grades of “incomplete” for this one-credit class so plan to finish it.

HELPFUL HINTS:

✓ Complete the learning exercises, working for accuracy without looking at your keyboard. That will only slow you down. Since the best grade for each lesson is averaged, it helps to get more than 12,000 strokes per hour on the beginning lessons.

✓ Concentrate on accuracy. Speed will come automatically after that.

✓ The Progress Report will display the top five timings for each lesson that meet the 98 percent accuracy standard. Any timings below 98 percent will not be saved. If you reach a speed you are happy with before you have taken five timings, move on to the next lesson. You do not have to complete five timings for each lesson. Your grade will be calculated on the single best timing for each lesson.

✓ The employment tests numbered 25, 26, and 27 take more time to complete. Allow yourself plenty of time for these tests. Do not wait until the last week and expect to finish these.

✓ If you are having technical difficulties, please contact Ellsworth publishing company, authors of the software, at 888.963.4817.

✓ You will be held responsible for all of the information on this syllabus.

LEARNING RESOURCE CENTER:

The Learning Resource Center, located in Sam Glenn Complex 218A, provides a computer lab and tutoring services for students in Professional-Technical programs. Take advantage of this resource if you have need of a computer lab.

CONSUMER INFORMATION:

In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page.

DISABILITY ACCOMMODATIONS:

Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

STUDENT RIGHTS AND RESPONSIBILITIES:

Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog and the LCSC Student Handbook for more information.
ACCIDENTS/STUDENT INSURANCE:
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

ENROLLMENT VERIFICATION/ATTENDANCE:
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

ACADEMIC DISHONESTY:
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

ILLEGAL FILE SHARING:
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college's technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs).

DIVERSITY VISION STATEMENT:
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being (http://www.lcsc.edu/diversity).