North Central Michigan College
Master Course Syllabus

PART 1:

Course Name: 10-Key Calculator and Keyboard Applications

Course Number: OAS 103

Credit Hrs.   1   Lecture Hrs.   Lab Hrs. 0   Clinical Hrs. Variable Hrs.

Total Hours of Instruction: 1   Total Contact Hours: 1
(Total Contact hour's formula: (lecture hrs. + lab hrs. + clinical hrs) x 17.6) 17.6

Course Description:

This course introduces the touch method for entering numbers on a 10-key calculator and keyboard enabling the student to use various mathematical operations to solve business application problems.

PREREQUISITE(S):

Course Objectives:

- Demonstrate the proper procedure for changing the ribbon or paper tape on a 10-key calculator.

- Demonstrate the proper touch-key method for entering numbers on a 10-key calculator at a minimum number of keystrokes per minute within the required accuracy.

- Demonstrate the ability to correctly use the features of the 10-key calculator (decimal selector, add mode and constant feature) in obtaining the correct answers of mathematical and business application problems

- Demonstrate the ability to correctly enter series of numbers in tables and in spreadsheets.

- Demonstrate the ability to correctly complete a specified number of addition, subtraction and/or division problems within a specified number of minutes at a minimum of 70% accuracy

Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services to arrange for these (231)348-6687 or (231)348-6817, Room 533 SCRC.

PART 2:

Lumina DQP outcomes and linked course objectives.

- Lumina DQP Outcome 3: Generates substantially error-free products, reconstructions, data, juried exhibits or performances as appropriate to the field.

   Course Objective: Demonstrate the proper procedure for changing the ribbon or paper tape on a 10-key calculator.

   Course Objective: Demonstrate the proper touch-key method for entering numbers on a 10-key calculator at a minimum number of keystrokes per minute within the required accuracy

   Course Objective: Demonstrate the ability to correctly enter series of numbers in tables and in spreadsheets.

   Course Objective: Demonstrate the ability to correctly complete a specified number of addition, subtraction and/or division problems within a specified number of minutes at a minimum of 70% accuracy

- Lumina DQP Outcome 13: Presents accurate calculations and symbolic operations, and explains how such calculations and operations are used in either his or her specific field of study or in interpreting social and economic trends.

   Course Objective: Demonstrate the ability to correctly use the features of the 10-key calculator (decimal selector, add mode and constant feature) in obtaining the correct answers of mathematical and business application problems

Suggested Methods of Instruction: on-line/hybrid course – instructional methods will include Tegrity lectures, skill building exercises, "real world" data input exercises, as well as demonstrations of speed and accuracy on a 10-key calculator and keyboard numbers pad.

Suggested Methods of Assessment and Evaluation: Speed / Accuracy Test and Skill Test

Adopted Text at Time of Course Adoption/Revision: 10-Key Touch Key; Developing Speed and Accuracy

Equipment Needed: 10-key calculator – must have the following features:

Printing calculator that uses normal paper tape and prints in 2 colors (one color for positive numbers and another color for negative numbers--red and black preferred).

Full-size keypad—no little pocket calculators. You must master the "touch-method" of data entry. It is unreasonable to expect you to do that on a small calculator.

Normal 4-Function + % and Memory+, Memory-, Memory subtotal and total Features.

Constant Feature (for performing a series of calculations with one number fixed).

Grand Total Function with selector Fixed and Floating Decimal Control. Fixed Decimal must allow at least 6 decimal places and have F for floating decimal. Problems usually use 0, 2, 3, 4, 6, and floating decimal places.

Rounding Feature. (The ability to control whether the machine to rounds up or round downs. Usually a switch that has something indicating 5/4 and up & down arrows.

Topics Covered During the Semester: NA
Sequence of topics and time allowance are at the discretion of the instructor

Week 1: Syllabus/Introduction/Pre-testing

Week 2: Learning the keypad

Week 3: Total Key / Clear Entry / Clear / Sub-total

Week 4: Round switch / decimal selector / continuous multiplication

Week 5: Memory Register / Recall Memory / Subtotal Memory / Negative Memory

Week 6: 10-Key on the keyboard – how it differs from the calculator; how it is the same

Week 7: Entering statistical data into spreadsheets and word processing tables

Week 8: Final Exam / Speed / Accuracy Test – Skill Test

Section 1 & Section 2 approved by CRDAP on: 3/18/14	
Section 2 approved by AD:	Date:
Section 2 approved by CRDAP Chair:	Date:

North Central Michigan College Master Course Syllabus

PART 3:

Use this reference sheet in Part 2 of Master Course Syllabus

Specialized Knowledge
1. Describes the scope and principal features of the field of study, citing at least some of its core theories and practices, and offers a similar explication of at least one related field.
2. Illustrates contemporary terminology used in the field.
3. Generates substantially error-free products, reconstructions, data, juried exhibits or performances as appropriate to the field.

Broad Integrative Knowledge
4. Describes how existing knowledge or practice is advanced, tested and revised
5. Describes and examines a range of perspectives on key debates and their significance both within the field and in society.
6. Illustrates core concepts of the field while executing analytical, practical or creative tasks.
7. Selects and applies recognized methods of the field in interpreting characteristic discipline-based problems.
8. Assembles evidence relevant to characteristic problems in the field, describes the significance of the evidence, and uses the evidence in analysis of these problems.
9. Describes the ways in which at least two disciplines define, address and interpret the importance of a contemporary challenge or problem in science, the arts, society, human services, economic life or technology.

Intellectual Skills – Analytic Inquiry
10. Identifies, categorizes and distinguishes among elements of ideas, concepts, theories and/or practical approaches to standard problems.

Intellectual Skills – Use of Information Resources
11. Identifies, categorizes, evaluates and cites multiple information resources necessary to engage in projects, papers or performance in his or her program.

Intellectual Skills – Engaging Diverse Perspectives
12. Describes how knowledge from different cultural perspectives would affect his or her interpretations of prominent problems in politics, society, the arts and/or global relations.

Intellectual Skills – Communication Fluency
13. Presents accurate calculations and symbolic operations, and explains how such calculations and operations are used in either his or her specific field of study or in interpreting social and economic trends.
14. Presents substantially error-free prose in both argumentative and narrative forms to general and specialized audiences.

Applied Learning
15. Describes in writing at least one substantial case in which knowledge and skills acquired in academic settings are applied to a challenge in a non-academic setting; applies that learning to the question; and analyzes at least one significant concept or method related to his or her course of study in light of learning outside the classroom.
16. Locates, gathers and organizes evidence on an assigned research topic addressing a course-related question or a question of practice in a work or community setting; offers and examines competing hypotheses in answering the question.

Civic Learning
17. Describes his or her own civic and cultural background, including its origins and development, assumptions, and predispositions.
18. Describes diverse positions, historical and contemporary, on selected democratic values or practices, and presents his or her own position on a specific problem where one or more of these values or practices are involved.
19. Takes an active role in a community context (work, service, co-curricular activities, etc.), and examines the civic issues encountered and the insights gained from the community experience.

The Degree Qualifications Profile was adopted by CRDAP: April 11, 2012