COURSE TITLE: Computerized 10-Key
COURSE NUMBER: CITPT 102
WEBSITE: http://connect.lcsc.edu/slzimmerman/Classes/10_key.htm
CREDIT HOURS: 1
INSTRUCTOR: Sue Zimmerman
E-MAIL ADDRESS: slzimmerman@lcsc.edu
OFFICE HOURS: Monday & Wednesday, 8:00 – 10:00 and by appt.
OFFICE LOCATION: Sam Glenn Complex, Room 200 I
PHONE: 792-2372
PREREQUISITE: None
TEXT: Buy the access code at the site provided in the step-by-step instructions located at the website listed above.
REQUIRED MATERIALS: Computer, Internet access and keyboard with a 10-key pad

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; therefore, students will be required to complete exercises on their own. This course is taught on the Internet, and all assignments and communication will be done through LCmail or through the 10-key software.

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.
The exercises are weighted as follows:

<table>
<thead>
<tr>
<th>Exercises</th>
<th>Weight</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>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

12,000 = A
10,000 = B
8,000 = C
6,000 = D

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 ACCESSED YOUR FILE AND STARTED ON August 29, 2014. Starting this class during this period will count as attendance for your financial aid eligibility. I will be checking your progress on the days listed below.

Mid-term grades WILL be given for this course. If you are not completing your work on time, your mid-term grade will show an “F.” Students who are keeping up with the schedule below will show a “P” for passing at mid-term. Letter grades will be given at the end of the semester.

This is the schedule you need to follow:

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 09/12/2014</td>
<td>through lesson #8</td>
</tr>
<tr>
<td>Friday, 09/26/2014</td>
<td>through lesson #14</td>
</tr>
<tr>
<td>Friday, 10/10/2014</td>
<td>through lesson #20</td>
</tr>
<tr>
<td>Friday, 10/24/2014</td>
<td>through lesson #23</td>
</tr>
<tr>
<td>Friday, 11/07/2014</td>
<td>through lesson #24</td>
</tr>
<tr>
<td>Friday, 11/28/2014</td>
<td>status on employment tests 25-27</td>
</tr>
<tr>
<td>Friday, 12/12/2014</td>
<td>status on employment tests 25-27</td>
</tr>
<tr>
<td>Thursday, 12/18/2014</td>
<td>final grade due—deadline is 4 p.m. No exceptions.</td>
</tr>
</tbody>
</table>

LAST DAY TO WITHDRAW FROM THIS CLASS IS 11/06/2014

After you have completed all of the exercises and employment tests (1-27), you may go to the Grade Report to see your final grade. If you look at the Grade Report before all exercises and tests are completed, be aware that the program will calculate zeros into the work you have not completed, which will distort your final grade. If you have completed all of the exercises/tests, 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 is lesson 24, because it is worth 35 percent of your entire grade.

Once the exercises 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 supplied 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 exercise is averaged, it helps to get more than 12,000 strokes per hour on the beginning exercises.

✓ Concentrate on accuracy. Speed will come automatically after that. I promise!!
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, FIRST CHECK WITH DISTANCE LEARNING (208.792.2323) FOR THE CORRECT SETUP OF YOUR COMPUTER. IF THEY CAN'T HELP YOU, THE ELLSWORTH PUBLISHING COMPANY, AUTHORS OF THE SOFTWARE, WILL BE HAPPY TO HELP YOU. YOU CAN CONTACT THEM AT: 888.963.4817.

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

See Syllabus Addendum Below
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, which may be accessed at http://www.lcsc.edu/student-consumer-information/

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 (http://webdev.lcsc.edu/catalog and the LCSC Student Handbook (http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf) 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/student-code-of-conduct/).

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.

Disclosures
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Updated January 2014