Ten Key Calculator Course Syllabus

#### Instructor: Mrs. Segura Instructional Aide: Mrs. Regina Flores

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### Course Description:

Through the use of printing calculators students are taught the 10-key operation based on current business procedures. Students learn the touch method and solve both business and personal math problems.

### Course Objectives:

By the end of the course, you will be able to:

* Develop workplace job competence using the ten-key numeric touch method
* Solve common business and personal math problems using a calculator.
* Understand the value and importance of calculators in business.
* Improve basic arithmetic skills.
* Use correct finger placement on the computer number pad
* Key numeric data using the ten-key pad at a minimum rate of 90 strokes per minute.
* Key numeric data using ten-key pad with 95 percent accuracy.

### Course Text:

**Title**: Calculators Printing & Display 5th Edition

**Autho**r: William R. Pasewark

**Publisher**: South-Western Cengage Publishing

**Supplementary Materials:**

Printing Calculator

Ten-key Simulations

### Course Content

Text workbook containing 30 jobs based on current business procedures:

* Addition/Subtraction touch method
* Ten-key numeric drill
* Non-add key; Decimal Point Key; Add Mode; Alignment of Decimals; Subtotal Key
* Multiplication/Division
* Memory; Grand Total Key
* Decimals, Fractions; Percents
* Multiple Operations
* Multifactor and Negative Multiplications
* Production Drill: Auto Repair Orders
* Interest and Trade Discounts
* Cash and Chain Discounts
* Metrics and International Trade
* Wage earnings and other income
* Banking Services/Using Credit Wisely
* Stock Transactions
* Controlling Household Expenses
* Automobile Finances
* Casualty Insurance
* School Related Mathematical Problems

### Work Standards

* Please arrive on time for each class meeting.
* Notify me if you must leave early for any class session.
* Work quietly
* Stay on task
* Silence Cell phones. If you must answer a call, please step outside.
* Keep food and drinks away from computers

### Ground Rules

* **Two-minute Rule:** When you work at the computer, don’t struggle with a task that is not working for more than two minutes before asking for help.

**NDQ Rule**

* There are no dumb questions in our classroom. All questions are welcome.
* **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time

**Certificate**

To obtain a Ten-Key Certificate for speed and accuracy, a score of 120 kspm must be achieved with less than six errors.

### Evaluation

* Eight-minute timed test: focus on both speed and accuracy.
* Drill Work
* Production work: All production work must have a minimum of six errors.
* Final exam

### Course Percentage Scale:

Production Work: 50

Progress Test: 30

Post Test: 20

**Absences**

* Students who miss more than 5 classes per quarter will be dropped from the class
* Call, email, or text me to report an absence or if you will be late at 661-720-4171 or at [csegura@djuhsd.org](mailto:csegura@djuhsd.org).

**Text me using Remind**

If you haven’t done so, join Remind to message me and receive important messages from me as necessary:

* + Open your text messages app
  + Enter the # 81010 in the To box
  + Enter @dasbu in the text message box
  + Follow the instructions in the following text

**Bakersfield College credits**

You can receive Bakersfield College credits by taking this class and without paying additional fees. If you are interested in getting credits, let the instructor know.