College of San Mateo
Official Course Outline

1. **COURSE ID:** ACTG 103   **TITLE:** Ten-Key Skills
   Units: 0.5 units **Hours/Semester:** 24.0-27.0 Lab hours
   Method of Grading: Pass/No Pass Only

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**
   Catalog Description:
      Development of speed and accuracy using the ten-key pad on a computer keyboard.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
      1. Develop speed and accuracy in using the ten-key pad on a computer keyboard

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
      1. Develop speed and accuracy in using the ten-key pad on a computer keyboard.

6. **COURSE CONTENT:**
   Lab Content:
      Demonstrate speed and accuracy using the ten-key pad on a computer keyboard.

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
   Typical methods of instruction may include:
      A. Lab
      B. Other (Specify): Assignment of skill building lessons, which progress in difficulty, using computer based
         software. This is a .5 unit open entry/exit, self paced course.

8. **REPRESENTATIVE ASSIGNMENTS**
   Representative assignments in this course may include, but are not limited to the following:
   Writing Assignments:
      No writing assignments as this is a skill building course on how to use a 10 key adding machine or the 10
      key section of a computer keyboard.
   Reading Assignments:
      Reading assignments are from the text and deal specifically with improving skill building.
   Other Outside Assignments:
      Assignment of skill building lessons, which progress in difficulty, using computer based software.

9. **REPRESENTATIVE METHODS OF EVALUATION**
   Representative methods of evaluation may include:
      A. Exams/Tests
      B. Completion of a test at the end of each lesson. The test will be timed and must meet standards for speed
         and accuracy.

10. **REPRESENTATIVE TEXT(S):**
    Possible textbooks include:
       A. Barbara Ellsworth. *Ten Key Mastery*, ed. Ellsworth Publishing, 2021