1. **COURSE ID:** ACTG 103  
   **TITLE:** Ten-Key Skills  
   **Units:** 0.5 units  
   **Hours/Semester:** 24.0-27.0 Lab hours  
   **Method of Grading:** P/NP 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 board.

6. **COURSE CONTENT:**  
   **Lecture 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:  

**Origination Date:** September 2015  
**Curriculum Committee Approval Date:** October 2015  
**Effective Term:** Fall 2016  
**Course Originator:** Rosemary Nurre