Outline of Instruction

Division: Business  Area: Administrative Professional
Course Number: ADMN 106  Course Name: Numeric Keypad
(formerly BSMCH 106, Microcomputer Keypad)
Prerequisite: None
Corequisite: None
Hours Required: Class:  Lab: 15  Credits: 1

Course Description/Purpose
Numeric Keypad teaches the touch operation of the computer ten-key pad. This course is designed for the development of speed and accuracy in entering data. Numeric Keypad is offered through the Regional Computer Technology Center and the Business Learning Lab on an individualized self-paced basis.

Major Units
• Introduction of touch method
• Job Applications

Educational/Course Outcomes
Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive  Each student will be expected to Identify/Recognize...
  o the importance of using the touch method

Performance  Each student will be expected to Demonstrate/Practice...
  o the use of the keypad by the touch method
  o a minimum speed of 6,000 KPH at 98% accuracy

Attitudinal  Each student will be expected to Believe/Feel/Think...
  o confident in applying for entry-level positions
  o confident in their ability to complete data entry with accuracy

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