TEN-KEY SYLLABUS
Richland College

Instructor Information
Name: Aldo Guzman
DCCCD Email: aldoguzman@dcccd.edu
Office Phone: 972-238-6140
Office Location: C110 (ACCESS Office)
Division Office and Phone: School of Business—972-238-6210

Course Information
Course Title: Computer Fundamentals—Ten-Key
Course Number: POFI 1104
Section Number: 80450
Semester/Year: Spring 2020
Credit Hours: 1
Class Meeting/Location: Online instruction.
Class Dates: March 24 – May 13
Last Day to Withdraw: May 1, 2020

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS NECESSARY.

Course Description
Computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course may be repeated if topics and learning outcomes vary.

Student Learning Outcomes
Students must apply the basic skills of reading, writing, arithmetic, speaking, and listening. Critical thinking, decision-making, and problem solving will be applied. Computer technology skills will be developed and used for accomplishing specific tasks.

- To provide the student with the opportunity to develop a marketable skill.
- To provide the student with the opportunity to develop a level of proficiency in the use of various office machines.
- To familiarize the student with the various kinds of computational work that is performed by clerical employees of a business firm.
- To increase and strengthen the student’s ability to perform mathematical calculations through the use of the various office calculating machines.

Scans Competencies
Working with Information—Interpret/communicate data; Process information with computers.
Using Technology—Apply technology to specific tasks.
Demonstrating Basic Skills—Speaking.
Demonstrating Thinking Skills—Creative thinking; Seeing with the mind’s eye.
Exhibiting Personal Qualities—Self-esteem; Sociability.
Required Course Materials


Evaluation

You will be expected to master electronic calculators and develop 10-key data entry skill. As an aid to you accomplishing these tasks, the following criteria will be used:

**10-KEY MASTERY**

Your Progress Report showing 5 scores per exercise with 98% accuracy for exercises 1-24. **You will have 120 scores when you finish.** The following grading scale applies:

- 12,000+ sph: A 2.5 points each 270-300 total points
- 10,000-11,999 sph: B 2.0 points each 240-269 total points
- 8,000-9,999 sph: C 1.5 points each 210-239 total points
- 6,000-7,999 sph: D 1.0 points each 180-209 total points
- 5,999 or less: F .5 points each 179 or fewer points

You will type the numbers as presented on each lesson. The time will start when you start typing. Keep going until the 1 minute ends. Most of the lessons are 1 minute in length. Lessons 10, 20, and 23 are 3 minutes and Lesson 24 is 5 minutes. You want 5 scores for each lesson. The software will only keep your score if it is 98% accurate or better.

Go back to the home menu and to “Progress Report” to see your score report. This is the report that I will look at to do the grades at the end of the semester. You do not have to submit the report to me. I can go in and look at it within the software.

Holidays

All campus buildings will be closed and no wireless access available on campus. eCampus will still be available.

April 10 ......................................................................................................................... Holiday

Classroom Policies

Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Minor children should not be brought into classrooms, laboratories, or other facilities of the college. **Please turn cell phones off when you are in the classroom and/or lab.** Students/handlers utilizing a service animal while on campus are required to register with the Disability Services Office.

Institution Policies

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

Richland Institutional Policies ([http://www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies))
In order to be successful students must attend and participate in enrolled classes. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence.

Academic Progress: Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. For more details check the following: admissions: (https://www.richlandcollege.edu/apply-reg/pages/default.aspx) and advising: (https://www.richlandcollege.edu/services/advising/pages/default.aspx)

**Academic Honesty**
Scholastic dishonesty is a violation of our school’s Code of Ethics. *Students are expected to do their own work.* Your enrollment indicates acceptance of the DCCCD Code of Student Conduct available at conduct. (https://alt.richlandcollege.edu/code-of-student-conduct/)

Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework as assigned, plagiarism, and collusion. “Collusion” shall be defined as the unauthorized collaboration with another person in preparing work for fulfillment of course requirements. Collaborating with or seeking aid from another student (both current and/or previous students) during an assignment without permission from the instructor will be considered scholastic dishonesty. **This includes full or partial sharing of files.**

**Scholastic dishonesty includes, but is not limited to:**
- Completing or copying another current or previous student’s work, in part or in full.
- Submitting part or all of another current or previous student’s work as your own.
- Verbal, written, or electronic transfer of partial or complete class files and/or assignment content.
- Sharing of any information, verbal, written, or electronic during a test or certification exam.

**Course Outline**

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment Details</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete Student Profile Read Syllabus &amp; eCampus Materials</td>
<td>Due 3/29/20</td>
</tr>
<tr>
<td>2</td>
<td>Lessons 1-5 in 10-key software</td>
<td>4/5/20</td>
</tr>
<tr>
<td>3</td>
<td>Lessons 6-10 in 10-key software</td>
<td>4/12/20</td>
</tr>
<tr>
<td>4</td>
<td>Lessons 11-15 in 10-key software</td>
<td>4/19/20</td>
</tr>
<tr>
<td>5</td>
<td>Lessons 16-20 in 10-key software</td>
<td>4/26/20</td>
</tr>
<tr>
<td>6</td>
<td>Lessons 21-22 in 10-key software</td>
<td>5/3/20</td>
</tr>
<tr>
<td>7</td>
<td>Lessons 23-24 in 10-key software</td>
<td>5/10/20</td>
</tr>
<tr>
<td>8</td>
<td>All Lessons complete (Lessons 1-24) in 10-key software 5 scores per lesson</td>
<td>5/13/20</td>
</tr>
</tbody>
</table>