

# INTERNET SYLLABUS FOR TEN-KEY BY TOUCH

Windows and MAC OSX+

1 Credit

Teacher: Barbara Ellsworth—Mesa Community College, Mesa, Arizona

## Sample Syllabus

**PRINT THIS SYLLABUS and read it carefully. With Internet courses this syllabus is our main means of communication! Read it all before beginning your course! *Classes using online software MUST do their work online—Do NOT load the CD on your personal computer.***

### I. GETTING STARTED—SCHOOL INFORMATION

You should have a blue registration sheet showing your course schedule.

MCC students on campus need a student ID to log-in and out of the computer lab. If this is your first time utilizing the computer lab, you will need to have a bar code assigned to your ID when you first log-in to the lab.

### II. TEXTBOOK and SUPPLIES INFORMATION

**TEXTBOOK: 10-KEY MASTERY ON THE COMPUTER**

Author: Barbara Ellsworth (Text is shrink-wrapped with a CD.)

- Purchase the textbook/CD package from the MCC bookstore or The Textbook Company across the street on Southern

### III. INSTRUCTOR/LAB INFORMATION

**Instructor:** Barbara Ellsworth      **Office:** BO15    **MCC Phone:** (480) 461-7472  
**e-mail:** ellsworthbarb@mail.mc.maricopa.edu

Office Hours: Posted on Office Window, and available in the lab

Lab Hours: Posted in the Computer Lab

Computer Lab Hours for MCC campus:

	<u>Fall, Spring Hours</u>	<u>Summer Schedule</u>
Monday - Thursday	7:30a.m. - 10:20p.m.	7:00a.m. - 9:50 p.m.
Friday	7:30a.m. - 8:20p.m.	NO FRIDAY HOURS
Saturday	7:30a.m. - 4:20p.m.	NO SATURDAY HOURS

Check signs in the lab for holiday hours!

### IV. DESCRIPTION:

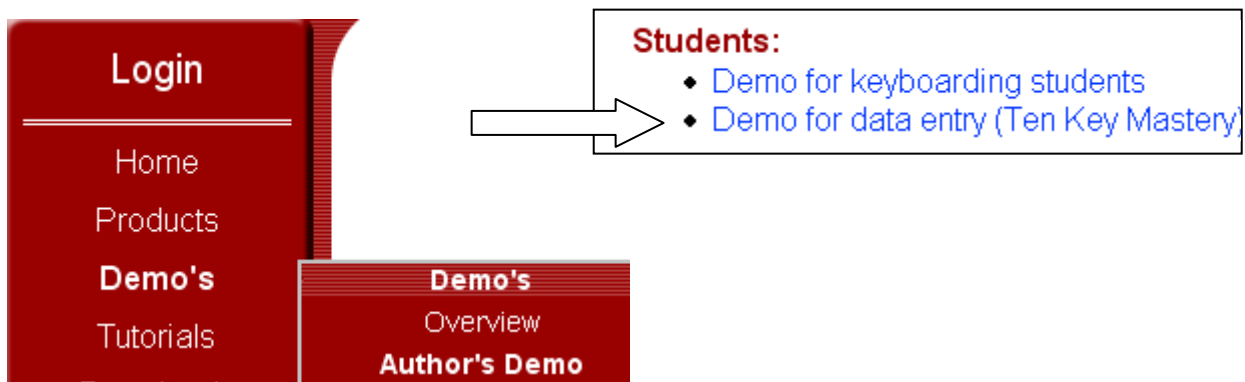
10-KEY BY TOUCH is a class that is designed to teach the numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations help the student meet employment standards. 10-KEY BY TOUCH is a class that is especially helpful to people in the fields of data entry, accounting, secretarial, insurance, banking and finance, and any other work that requires numeric input. There are a lot of entry level data entry jobs that can be obtained for those proficient in 10-key.

## V. COURSE INSIGHTS

**Prerequisites:**        **None**

### **WATCH THE DEMO FOR YOUR COURSE BEFORE YOU START:**

**INTERNET**--Go to [www.KeyboardingOnline.com](http://www.KeyboardingOnline.com). Rest cursor on Demo's, then click Author's Demo. Under Students, click on Demo for data entry (Ten Key Mastery) students. Wait for it to load. It will start automatically and demonstrate your course to you.



**FROM THE CD**--Put the CD into your computer; wait ... it should load automatically. Click on (1) Tutorials and turn up the volume—just sit back and relax and have the whole course explained and demonstrated for you. It is about 23 minutes. It will save you a lot of time later because you won't have questions about the course.

### **ON COMPLETING ASSIGNMENTS:**

This class uses online software. Do **NOT** load or use the software on the CD. The software on the CD is for use in the **future** if you want to improve or maintain your skill **AFTER** the Internet class is completed and deleted. If you load it onto your home computer now, your teacher will not be able to see your work online and you could get dropped from the class.

Your teacher will be able to view your work and grade from the Internet. *There is nothing for you to mail or hand in.* Be sure you don't procrastinate getting started promptly. You can go

back and practice earlier assignments as often as you wish. However, it is advised to meet your speed and accuracy goal for **each exercise** before going on to the next one.

**At the end of your course**, when you have completed all the lessons, check your Grade Report. If you are not satisfied with the grade, you may redo any exercises to improve your grade. A higher score on a timing will replace the lower score on your Progress Report, which may improve the grade on your grade report.

## **VI. GRADING INFORMATION**

This course can be taken for a letter grade, or as pass/fail (P/Z—credit only, no grade). They have different section numbers. Be sure you sign up for the section you want. If you get registered in the wrong section, you have only one week to drop/add into the correct section number

The grade is generated from the student's program disk on the Grade Report. The course standards are:

12000 strokes per hour	=	A	P/Z students must qualify for a "C"
10000 s.p.h.	=	B	grade to pass.
8000 s.p.h.	=	C	
6000 s.p.h.	=	D	

## **VII. ADDITIONAL COURSE INFORMATION, GUIDELINES AND POLICIES**

### **ATTENDANCE:**

Work may be completed at home or at the lab at MCC.

### **WITHDRAWAL/REFUND POLICY:**

Students on campus electing to withdraw must file a completed withdrawal form in the Office of Records no later than the end date for your class.

See the catalog or schedule of classes for the MCC refund policy.

### **CHEATING:**

Cheating is described in the student handbook or calendar. All students are responsible for doing their own work.

## **VIII. COMMENTS ON COURSE/ASSIGNMENT OUTLINE**

It would be a good idea to keep an extra copy of your Final Progress and Grade Report to show an employer when you apply for a job

### **BEGINNING YOUR COURSE:**

- (Be sure you have watched the tutorial for your course.)
- Launch the Internet using Internet Explorer or Netscape 6.0+
- Type in the Address: [www.KeyboardingOnline.com](http://www.KeyboardingOnline.com)
- Click on LOGIN
- Enter the “Login” and “Password” given by your instructor. Both lines should be the same and lower case:

At Mesa Community College:

Login: mesa

Password: mesa

Click Sign in

- Click on the link for your course. **WAIT.** If your course does not come up after about 2 minutes on a slow connection, you need to load a later version of Java. It is free. In the Address in your browser, type: [java.sun.com/getjava/index.html](http://java.sun.com/getjava/index.html)  
Click the **DOWNLOAD NOW** link and follow the prompts.
- *(If you had to go out and load the Java plug-in, close your browser and return to your desktop. Begin over.)*
- Click “Yes” if a Warning-Security box appears.
- Click “**Open Existing Student File**”
- Select your class, select your name (data file), and click the Open button.
- Enter your individual password given by your instructor, and click OK  
At Mesa Community College, all ID/Passwords are: 1—You can change them when you are in your course.
- A box appears asking for your serial code—this is asked for only once. It is under your CD in the back of your textbook.
- **After entering the serial code, you are now into your course.**

### **THE MAIN MENU:**

#### ◆ User Info

This is where you can enter your email address, phone number, and change your password if you want to.

#### ◆ Setup

Click the various tabs to see what the standards of the course are.

## Introduction

Read and follow the prompts for course information.

## Lessons Menu

- Double click LESSONS MENU to reveal all the lessons assigned by your teacher. The assigned lessons have a little box to the left. When the lessons have been practiced and a score recorded on the Progress Report, a check mark will appear in the box.
- Open your textbook to P. B-4 and begin keying in Exercise 1. *The timer begins when the first key is depressed.* If you “mess up” and want to begin the exercise over, just click on the TIMER button at the below your timing screen. When you complete it once during the timing, begin again. Keep going to get a higher score! Take at least five good timings that get recorded. Only those that meet the accuracy standard in the **SETUP** will be saved (98%+).

**You may use the Backspace Key to correct an incorrect keystroke before you press the Enter key. Once the number is entered with the Enter key—it is in cement!**

## Optional Timings

Double click to reveal the Optional Timings. These are timings that may or may not be assigned by your teacher.

## Employment Tests

Double click to reveal the three Employment Tests. These are lessons 25, 26, & 27. They are actual employment tests from the Business World—a credit card company, a temporary help agency, and a national bank.

## Progress Reports

### Simple Report

Double click on **Progress Reports**. Single click on **Simple Report** to see all your scores that met the accuracy rate. *The grades are calculated from the Best Speed scores, so be sure those are high enough to get the grade you want.*

To get a printed Progress Report for your own records, click the printer icon.

## Grade Reports

### Current Grade

### Final Grade

Double click on **Grade Reports** to reveal two grading options.

The **Current Grade** report lists your simple average for all completed lessons thus far and the grading scale so you can estimate your progress at any time. You can review the Progress Report and practice to raise lower scores.

The **Final Grade** report gives your final grade and summarizes the course standards. You can review the Progress Report and practice to raise lower scores in order to raise your grade.

◆ **Message Center**

You can send messages to your instructor.


## TO QUIT AND EXIT THE PROGRAM

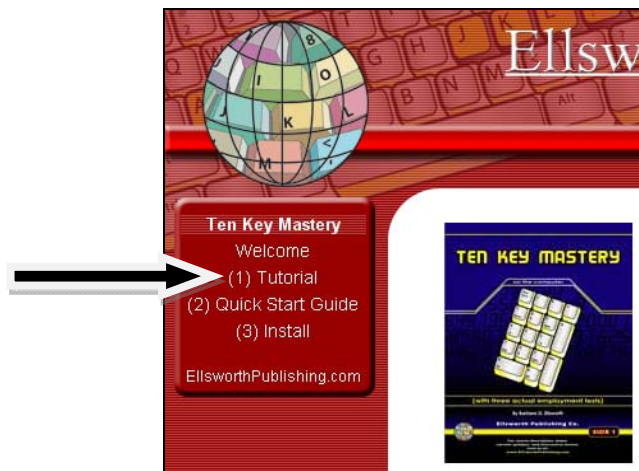
Click the “Save and Close File” button on your toolbar. Scores are saved automatically. If you are in a structured class, the program is still open so the next student can open his/her data file and begin practicing. If you are at home, you can also “x” out of the program and Internet entirely.

*When you are finished with the course:*

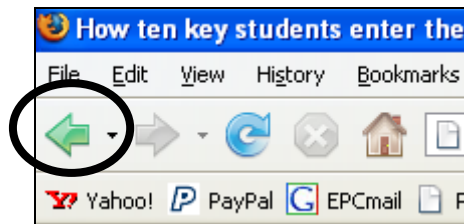
- *Your instructor will view your Progress and Grade Report from the Internet. You do not need to turn anything in.*
- *You have the software on the CD to practice after this class to maintain your skills. Your class will be deleted from the Internet soon after completion.*
- ***THERE IS NO BUY BACK FOR YOUR TEXTBOOK OR CD. The serial code under the CD in the back of your textbook can be used only once. Anyone with a used textbook would have to purchase a new serial code online from [www.EllsworthPublishing.com](http://www.EllsworthPublishing.com).***

## TO USE YOUR SOFTWARE CD (In the future after the Internet class has been deleted):

- Insert the CD into your computer
  - WAIT—It should load automatically. If not, go to Windows Explore and select the CD drive. Click on Start or Start.html:  Start.html
- Click on (1) **Tutorial**, as shown below. Turn up your speakers to view and listen to the demo.




- When finished viewing the Tutorial, click the *back arrow* on your Internet Browser (top of screen):



- Click on **(2) Quick Start Guide**. Print this Guide. It has specific “How to” information for your course in written form for your reference.
- Click the back arrow on your Internet Browser when printing is completed.
- Click on **(3) Install** to install your software to your personal computer; follow the prompts.
  - At the Warning—Security box, click **Run**. Follow the prompts to install the software for Windows or MAC.





**Ellsworth Publishing Co. (EPC) - Ten Key Mastery**


**Recommended Installation for Your Platform:**

Start Installer for Windows...

Installer created with [InstallAnywhere](#)® by Zero G Software, Inc. Copyright 2002. [www.ZeroG.com](http://www.ZeroG.com)

---

} Available Installers

Platform	includes Java VM	without Java VM	Instructions
>  <a href="#">Windows</a>	<a href="#">Download (15.7M)</a>		<a href="#">View</a>

- Exit your CD
- Double click your course icon that was automatically placed on your desktop
- For the Setup standards, you may use the default examples unless your teacher specified other standards or you want to increase the standards to bring skills to a new higher level.