

OS 131 10-Key on Calculators

Course Outline Two 2-hour classes

Week 1

Day 1 Orientation to room, class, machines
 Hand out syllabus
 Emphasize fingering and posture
 Go over class handout
 Go over pages 1-5 in text
 Explain decimal selector at 0
 Explain Ce/CA/Total Key/ and 5/4 key
 Number problems; use the #/D key
 Exercise 1 in Text
 Project Sheet 1, Page 4
 Exercise 2 from text
 Project Sheet 2, page 6

Day 2 Set decimal selector to 0 for book
 Exercise 3 from text
 Project Sheet 3, pg. 8
 Exercise 4 from text
 Project Sheet 4, pg. 10

Week 2

Day 3 Describe Add mode
 Handout #1—Repeated Addition and Subtotals
 Exercise 5 – minus key
 Handout #2—Credit Balances
 Introduce Computer Program
 Back to Calculators for Timings: Project Sheet 6, p. 14, 15, or 16
 Handouts #3—Running Totals

Day 4 Exercise 6 from text
 Handout #4, explain decimals
 Practice timings, Project Sheet Pages 14 - 17
 Handout #5 constant multiplication (multiplier)

Week 3

Day 5 Exercise 7 from text
 Explain decimal selector and 5/4↓
 Handout 6 Constant division

Handout 7 Item count/averaging
Practice timings

Day 6 Warm up on project sheets
Review test and review constants (all handouts 1-7)
Test 1
Go over Test/collect back
Read p. 27

Week 4

Day 7 Exercise 8 (use regular memory)
Memory functions:
1. Constant multiplier
2. Constant division
3. Repeat addition/subtraction
4. Memory register
5. Grand Total
6. += and -=

Day 8 Timing tests
Handout 8, Grand Total
Exercise 9--use += and -=
Exercise 10
Exercise 11
Timing tests
Handout 8 again, Grand Total

Week 5

Day 9 Start Exercise 12, Grand Total
Handout 9 += -= memory
Handout 10 payroll
Timings (Use Test 1)
Review problems pg. 42 and 44-46
Timings

Day 10 Catch up
Test 2