BT 1080

Division: Business and Technology
Department: Business Technology
Course: BT 1080
Title: 10-Key Data Entry
Catalog Description:

This course prepares students to operate 10-key computer pads or 10-key adding machines proficiently by touch. Students will develop the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations.

General Education Requirements: N/A
Semesters Offered: TBA
Credit/Time Requirement: Credit: 0; Lecture: 0; Lab: 1
Clock/Hour Requirements: 0
Offered for Non-Credit: Yes
Prerequisites: None

Justification:

Data entry skill is the ability to key information into a computer with speed and accuracy. The wide use of computers in business and industry has created a tremendous number of job opportunities for those skilled in data entry.
The Business Technology Advisory Committee believes that students need 10-key proficiency to meet the expectations of employers.

Students completing Business Technology programs (both certificate and AAS programs) are required to complete BT 1080.

Student Learning Outcomes:

In successfully completing this course, students will develop the skills needed to successfully operate a 10-key adding machine or a numeric keypad by touch.
Instruction will emphasize keystroking technique drills with clues to help develop improved techniques and build efficient keystroking patterns.

Students will demonstrate proper keyboarding techniques, which includes positioning hands and body during keying for maximum efficiency; applying ergonomic standards to keyboardin; using proper fingers for touch keying alphabetic, numeric, and alphanumeric keys; and the ten-key number pad.

Students will use the appropriate function keys.

Students will keyboard numeric material at specified speed and accuracy levels.

Students will practice careful proofreading and correcting skills.

Content:

This course offers a variety of exercises which include touch control drills, warmup drills, tests, and business applications. By reviewing and practicing, students will develop competency in straight addition, rapid data entry, and subtraction.
Students will develop an accuracy level of at least 98 percent.

Students will participate in supervised lab activities which will consist of practice drills and technique improvement in order to increase speed and improve accuracy.

General Education Outcomes:

Applied Education Outcomes:

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.
Students will learn to effectively use the data-entry software through an online site or via CD. By applying the data-entry skills learned in class, students will be more efficient and better prepared to enter the business environment.

Key Performance Indicators:

Students receive points for attendance and participation: 10 percent of the total grade.
Grades on timings are determined by speed and accuracy levels. Students may retake any timing throughout the course to achieve the speed and accuracy goals. Students are required to take simulated employment tests. These tests must be taken three times each or until three recordable scores are achieved (meeting speed/accuracy levels): 80 percent of the final grade.

Technique is graded by the instructor. Several evaluations are given so that a student may continue to strive for correct technique: 10 percent of the total grade.

Percentages are approximate.

Representative Text and/or Supplies:
Ellsworth, Barbara G. Ellsworth, *10-Key Mastery on the Computer*, current edition or equivalent, Ellsworth Publishing Company.

Optimum Class Size: 18
Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)