



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 proficiently apply this skill in the fields of data entry, accounting, secretarial, insurance, banking and finance, online point-of-sales entries, spreadsheets, and other numeric computer-related applications.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 1; Lecture: 0; Lab: 2

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:

Students who successfully complete this course will have the skills needed to operate a 10-key adding machine or a numeric keypad by touch.

Students will know proper keyboarding techniques which include positioning hands and body for maximum efficiency, applying ergonomic standards to keyboarding, and using proper fingers for touch keying alphabetic, numeric, and alphanumeric keys.

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 and assessments including touch control drills, warm-up drills, and tests. By reviewing and practicing, students will develop competency in straight addition, rapid data entry, and subtraction.

Students will practice drills and technique improvement in order to increase speed and improve accuracy. All exercises are timed. Speed and accuracy are reported after each timing. Exercises are checked and recorded automatically.

Proficiency on three employment tests used by three large interstate corporations help the students meet employment standards. The tests include:

- (1) Temporary Help Agency (alpha-numeric)
- (2) Credit Card Corporation
- (3) National Bank Test

Students can go at their own pace within the parameters set by the instructor.

Students can complete their work anywhere they have Internet access--home, lab, classroom, work site, etc.

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:

Grades on timings are determined by speed and accuracy levels. Students may practice earlier assignments as often as they wish. However, it is advised to meet the speed and accuracy goal for each exercise before going on to the next. A higher score on a timing will replace the lower score on the Progress Report. (75 percent of the final grade)

Students are required to take simulated employment tests. These tests may also be retaken until scores are achieved (meeting speed/accuracy levels). (25 percent of the final grade)

Percentages are approximate.

Students will develop an accuracy level of at least 98 percent. Only those scores are recorded.

A grade report is generated by the software program. The course standards are:

12,000	A	10,000	B	8,000	C	6,000	D
11,300	A-	9,300	B-	7,300	C-	Below	F
10,650	B+	8,650	C+	6,650	D+		

Representative Text and/or Supplies:

Ellsworth, Barbara G. *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)