



## **BUED 1080**

**Division:** Business and Technology

**Department:** Business Education

**Course:** BUED 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:** No

**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 Education Advisory Committee believes that students need 10-key proficiency to meet the expectations of employers.

Students completing Business Education programs (both certificate and AAS programs) are required to complete BUED 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 keyboarding; 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:**

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.  
Students will learn to effectively use the data-entry software through an online site and via CD. Students will learn to upload and download data to keep the student record current. By applying the data-entry skills learned in class, students will be more efficient at retrieving and delivering information electronically.
  
- 6) Apply computational skills to a variety of contexts.  
N/A

**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.

**Representative Text and/or Supplies:**

*10-Key Mastery on the Computer*, Barbara G. Ellsworth, Ellsworth Publishing Company, current edition or equivalent.

**Optimum Class Size:** 22  
**Maximum Class Size:** 24

**Signatures:**

I hereby submit this course syllabus:

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Lisa Anderson, MS, Associate Professor

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

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, , , Chair

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

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Doug Dyreng, MS, Associate Professor, Dean

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

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

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)