



Ten Key Mastery™

How can ten-key keyboarding skills help you be more productive?

Do you use a computer at work to enter numbers on a key pad? Would being more productive at work possibly mean a pay raise? The wide use of computers in business and industry today has created a tremendous number of job opportunities for those skilled in data entry. This course has been field tested and adopted by the U.S. Government, Dept. of Labor, National Office of the Job Corps for their clerical and accounting clerk curriculums.

What are the Objectives?

The primary objective of this online internet course is to teach the numeric keypad by touch (without looking at the keys) using industry standards for data entry. This course will help you develop the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations such as:

- Banking
- Insurance
- On-line point-of-sale entries
- Accounting
- Medical
- Any numeric computer-related business application

Ten Key Mastery has many special features designed for teaching and learning:

- Internet-based—practice anywhere
- Student workbooks
- Motivating and fun
- No papers to grade
- Self-Paced, Individualized
- Instant feedback
- Sample employment tests
- Progress reports for self and others

What can I expect to accomplish?

Most companies that have specialized data entry departments are interested in both speed and accuracy, and they often require experienced employees to maintain an accuracy rate of 99.9%. The average requirement is usually 12,000 strokes per hour with the highest skill at 18,000 strokes per hour. Every lesson contains timed exercises, and you are encouraged to meet certain speed and accuracy goals before continuing on to the next one.

How much time does the course take?

The time will vary depending upon the student. To achieve higher goals, you will need to schedule more time for practice in a setting where you can concentrate. There are 27 lessons. To complete the program will take approximately 30-35 hours. If the goal of the class is only to obtain numeric proficiency, you may choose to omit the employment tests in the last 3 lessons.

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