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Summary. Data Entry: Skillbuilding and Applications prepares users for basic jobs in all fields of data entry and includes job readiness skills for entry-level workers. This text and software package develops a high level of data entry skill in both speed and accuracy.

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The dedicated software also includes a Training Center for extensive skill practice and four projects to familiarize users with the skills needed in industry specific data entry careers. These industries are insurance, retail, hotel and medical. Career Solutions Training Group Staff is the author of 'Data Entry Skillbuilding and Applications', published 2004 under ISBN 9780538434775 and ISBN 0538434775.

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Course Description: This course will teach you to operate the ten - key pad and enter alphanumeric data on the computer, as well as develop speed and accuracy. You can apply these data entry skills for specific jobs in business and industry. You will do research on multipurpose office equipment.

Syllabus - Numeric Keypad Applications -- Data Entry

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