

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Information Technology Systems</u>
COURSE RUBRIC AND NUMBER	<u>ITSW 1313</u>
COURSE TITLE	<u>Introduction to Data Entry</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. Catalog Description

Trains in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. **(3:1).**

II. Course Objectives

Upon satisfactory completion this course, the student will be able to:

- A. Identify Data Entry terminology, concepts, and software.
- B. Describe jobs, careers, industries, and organizations in the Data Entry and I.T. fields.
- C. Describe the main duties of the Data Entry Operator to include research, interpretation and preparation of data, classification of documents, maintenance of logs and documentation, and records retention and disposal.
- D. Define the term "Computer" and list its major functions and capabilities.
- E. Use Windows commands to manage removable media, list files, copy files, delete files, print files, email files, upload and download files, etc.
- F. Utilize equipment such as the mouse, printer, telephone, and other general office equipment.
- G. Use proper posture techniques and discuss equipment and safety regulations.
- H. Follow guidelines for converting oral and written data to machine readable form.
- I. Define the various coding techniques used for the representation of data in internal memory and on secondary storage devices.
- J. Perform basic data entry of numeric fields.
- K. Perform basic data entry of alphanumeric fields.
- L. Explain quality control, verification, and correction procedures.
- M. Verify pre-recorded data for quality assurance.
- N. Key an average of 10,500 keystrokes per hour with 98% accuracy when keying numeric data.
- O. Utilize Data Entry or other software to key an average of 10,500 keystrokes per hour with 98% accuracy when keying alphanumeric data.
- P. Key an average of 13,500 keystrokes per hour with 98% accuracy in both data input and verification.
- Q. Perform the total process of creation, verification, and modification of the data files.
- R. Employ the technological changes in data entry equipment and methods including scanning/imaging.
- S. Design and format data entry screens utilizing Data Entry software, spreadsheet, and database software.
- T. Utilize the Data Entry software advanced functions to increase efficiency of data entry.
- U. Identify good practices for customer support to include training; cross-training; communication; documentation; telephone, Internet, and email etiquette; ethics and confidentiality, etc.

- V. Analyze the ways in which businesses and organizations are and will be affected by trends in the data entry applications including procedures and policies.
- W. Apply different methodologies.
- X. Determine scope of task.
- Y. Analyze and document steps for solving tasks.
- Z. Protect data/client by applying security measures.

III. THECB Learning Outcomes (WECM)

- 1. Define major computer concepts and terminology.
- 2. Compare data entry organizational environments.
- 3. Describe the duties of data entry operators.
- 4. Perform alpha/numerical data entry.

IV. Evaluation

A. Preassessment

None

B. Postassessment

- 1. There will be three (3) examinations during the semester.
 - a. Unit Exam #1 – Written exam covering Data Entry, Windows (commands, terminology, and procedures) and Chapters 1 and 8 in the textbook (100 pts.)
 - b. Unit Exam #2 – Written exam covering Windows and Data Entry software (commands, terminology, and procedures) and Chapters 2, 3, and 7 in the textbook (100 pts.)
 - c. Comprehensive performance final covering screen design, creation, and verification of data files. (100 pts.).
- 2. There will be twelve (12) computer lab assignments designed to demonstrate the student's understanding of the data entry concepts and applications. (10 pts. each).
- 3. There will be a total of twelve (12) speed timing drills designed to demonstrate the student's speed and accuracy. 10 pts. each (5 pts. for speed and 5 pts. for accuracy).

C. Remediation

The instructor may provide the students with means of improving a grade. The instructor will determine the timing, form, and method of remediation.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult

with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.