El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   **Information Technology Systems**

COURSE RUBRIC AND NUMBER   **ITSW 1313**

COURSE TITLE   **Introduction to Data Entry**

COURSE CREDIT HOURS

3	3 :	1
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.