SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 535

COURSE TITLE

DATA ENTRY

TYPE COURSE

NON-FEE   VOCATIONAL

CATALOG COURSE DESCRIPTION

This is an introduction to data entry concepts and techniques, including data retrieval, data organization and documentation. Students are trained to analyze source document information, develop efficient screen formats and generate data reports using a variety of practical business applications such as inventory and payroll systems. (FT)

LECTURE/LABORATORY HOURS

   54

NOTE: In order to earn one (1) unit of high school credit, student will be required to complete an additional 16 hours of work in an open lab for a total of 70 hours.

ADVISORY

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1.   Social Responsibility
     SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2.   Effective Communication
     SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3.   Critical Thinking
     SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4.   Personal and Professional Development
     SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To provide students with data entry terminology and functions using batch and interactive data entry concepts. Increase student awareness of different data entry technology such as scanners, and OCR (optical character recognition) devices. Enhance problem solving, reading, math and communication skills. Provide hands-on instruction on entry, validation, retrieval, and organization of data, from a source document to a database application.

COURSE OBJECTIVES

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

1.   Analyze the organization of data from source documents.
2.   Input, delete, edit, and verify records.
3.   Understand different field formats and record layouts.
4.   Identify appropriate screens for data input.
5.   Use and comprehend data entry documentation and data control forms.

SECTION II

COURSE CONTENT AND SCOPE

1.   Introduction to Data Entry
     1.1.   General concepts of data processing departments
     1.2.   Data entry devices
     1.3.   Jobs in data entry
2.   The Data Cycle
     2.1.   Batch systems
     2.2.   Interactive systems
     2.3.   Centralized data entry and distributed data entry
     2.4.   Terms used in describing data and data storage
     2.5.   Data validation
     2.6.   Data control
     2.7.   Documentation of data entry
3.   Microcomputer Data Entry
     3.1.   Hardware, software, and procedures

COURSE CONTENT AND SCOPE (CONTINUED)

- 3.2. Input devices
- 3.3. Printers and hardcopy output
- 3.4. Storage medium
4. Data Entry Screens
    - 4.1. Field types
    - 4.2. Range checks
    - 4.3. Validity checks
    - 4.4. Record layouts
5. Database Concepts
    - 5.1. Fields, records, and files
    - 5.2. Database organization
    - 5.3. Database basic manipulation

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, supplemental reading assignments, relevant industry periodicals, reference manuals, on-line help, tutorials, and other computer resources.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a notebook/portfolio of class assignments and projects, providing answers to selected textbook questions related to data entry concepts and applications, taking notes, writing procedure documentation for online systems, or writing job instruction sheets. Writing assignments will enable students to demonstrate understanding of business terminology.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading and researching material related to data entry procedures from a variety of resources, preparing written assignments, designing data entry record layouts, data flow charts, developing job instruction sheets, providing data documentation for data entry format profiles, completing assigned projects alone or within a group. Analyze and provide written answers to assigned questions. Volunteer for course-related work.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of readings and/or classroom materials, group or team discussion of readings, lectures and practical experience, designing and implementing data entry systems, analyzing data flow charts, understanding the capabilities and limitations of various data entry software.

EVALUATION

Evaluation will be based on, but not limited to, the following criteria:

1. Written and practical tests.
2. Completion of performance competencies.
3. Dexterity and accuracy skills.
4. Attendance and punctuality.
5. Completion of performance objectives.
6. Demonstrate self-directed learning.
7. Participation in class and team work.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, self-paced lab, lecture, demonstration, individualized study, use of audio-visual, tutorials, group and team work. Other unique instructional requirements, such as, field trips, job shadowing, volunteering, and guided student job assignments may be utilized.

TEXTS AND SUPPLIES

Texts must be current and relevant to the course, such as:

Data Entry Activities for Microcomputers, Bux, William, South-Western Publishing Company, latest edition
D*ata Entry: Skillbuilding & Applications* (with CD-ROM), Career Solutions Training Group, latest edition
Data Entry Clerk (C-3339) (C-3339), Jack Rudman, latest edition

Supplies:

Storage media (i.e. a Zip disk, flash or thumbnail drive)

PREPARED BY <u>   Maria S. Reyes   </u> DATE <u>   January 18, 1996   </u>

REVISED BY <u>   Sharian Lott   </u> DATE <u>February 22, 2007 </u>

REVISED BY <u>Instructional Services, SLOs added</u> DATE <u>March 7, 2017</u>

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

<u>REFERENCES</u>:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog