

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

Transfer course     A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** OIS 108 Data Entry Skills I

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** A minimum grade of “C” in OIS 101 or a keyboarding speed of 30 net words a minute

**SCOPE OF COURSE:** Development of 10-key touch on the computer numeric keypad. Development and measurement of speed and accuracy in executing keyboard functions applied to a variety of data entry formats.

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. understand computer hardware and software concepts specific to data entry applications;
2. understand data entry terms, procedures, and concepts;
3. demonstrate the ability to key from average copy at a minimum rate of 8,000 strokes per hour with an error rate not to exceed 0.5% of the characters entered.
4. demonstrate the ability to proofread for accuracy.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- A. Overview of hardware and software
- B. Introduction to data entry terms, procedures, concepts, and employment opportunities and requirements
- C. Disk care, labeling, and formatting
- D. Booting the system; shutdown

- E. Development of 10-key touch on the numeric keypad
- F. Introduction to data entry function keys
- G. Saving and retrieving
- H. File management
- I. Disk backup
- J. Practical exercises on numeric, word, and combination; skill measurement
- K. Development of proofreading techniques

**REQUIRED READING:**

Davidson, Michael E. and Fouad S. Nobari. Data Entry Applications for Microcomputers. Englewood Cliffs: Regents/Prentice Hall, 1993. Chapters 1-8.

**SUGGESTED READING:** None.

**REQUIRED WRITING:** Skills demonstration is more appropriate; students practice 10-key touch on the numeric keypad, practice the features of the software, and measure their progress through frequent timings applied to a variety of data entry applications.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.** These activities will include assignment readings, outlining steps to take in utilizing the software functions, etc. Due to the nature of the open-entry concept, students are encouraged to complete this course within 8 weeks from the time they register.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Students work in an individualized, self-paced, open-entry/open-exit lab.

**This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Speed/accuracy Timings	50%
Endurance/speed/accuracy measures	40%
Simulations	10%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes \_\_\_ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Judy Dolan

**SIGNATURES ON FILE:**