

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 109 Data Entry Skills II

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32 (open-entry/open-exit)

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: A minimum grade of "C" in OIS 108.

SCOPE OF COURSE:

Continued speed and accuracy development of 10-key touch on the computer numeric keypad, measurement of speed and accuracy in executing keyboard functions, and development of logical thinking and decision-making skills applied to a variety of forms.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. apply data entry terms, procedures, and concepts to a variety of data entry documents.
2. demonstrate the ability to key from average copy at a minimum rate of 12,000 keystrokes per hour with an error rate not to exceed 0.5% of the characters entered.
3. possess accurate proofreading skills.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- A. Continued development of 10-key touch on the numeric keypad
- B. Application and measurement of data entry keystrokes
- C. File management
- D. Disk backup
- E. Practical exercises on numeric, word, and combination applications; skill measurement
- F. Development of proofreading techniques

REQUIRED READING:

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

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.

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, and additional lab time of needed. 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):

Assignments40%
 Timings40%
 Final Exam20%

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

Yes No 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:

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SIGNATURES ON FILE