

Common Course Outline
OFAD 211
Data Entry Concepts and Techniques
4 Credits

The Community College of Baltimore County

Description

Data Entry Concepts and Techniques

Provides an understanding of the role and function of data entry within its parent field of information processing; uses business applications to introduce concepts and common applications; gives practical experience in developing data-entry skills where speed and accuracy are stressed.

Prerequisite: OFAD 101 or OFAD 102 and OFAD 160

Overall Course Objectives

Upon completion of this course, students will be able to

- ∃ explain the role of data entry within the information processing cycle
- ∃ describe typical business settings in which data entry takes place and explain standard data entry practices
- ∃ operate commonly used online, offline, and automated source data entry equipment
- ∃ demonstrate increased keystroking speed to 12,000 strokes per hour for alphanumeric data and 14,000 strokes per hour for numeric data (keypad)
- ∃ demonstrate increased keystroking accuracy to 100%

Major Topics

- A. Data Entry Techniques and Skill Building
- B. Merchandise Inventory
- C. Point of Sale
- D. Accounts Receivable Entry
- E. Accounts Payable Entry
- F. Payroll Entry
- G. Entry of Survey Information
- H. Entry of Application Information

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of keystroking speed and accuracy and the average of grades earned on tests and the final examination.

Other Course Information

This is a self-paced, production-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.