

# **COURSE OUTLINE**

**OFFI-104**

**Data Entry**

**1 Credit**

## **HOWARD COMMUNITY COLLEGE**

### **Description**

After successful completion of this course, the student will be able to input data in real-world applications while building alphanumeric and numeric keyboarding speed and accuracy. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if student has compatible software. The student should have a minimum typing speed of 30 words a minute before starting this course.

### **Overall Course Objectives**

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

1. Input data from business forms.
2. Increase keyboarding speed and accuracy using the alphabetic keyboard.
3. Use the numeric keypad with speed and accuracy.
4. Key a minimum of 8500 KPH (keystrokes per hour) with 95% accuracy.

### **Major Topics**

- I. Data Entry Essentials
  - A. Data Entry Basics
  - B. Projects
  - C. Building Skills
- II. Data Entry Projects
  - A. Catalog order entry
  - B. Company survey data
  - C. Hospital patient information

### **Course Requirements**

**Grading/exams:** Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

- A computer test to demonstrate data entry skills.
- Projects to demonstrate understanding of concepts.

### **Other Course Information**

This course is a business elective.

*Call 443-518-4876 between 9:00 a.m. and 3:00 p.m. for more information about this course or to register for this course. OFFI-279 Keyboarding should be taken before this course if typing speed is below 30 words a minute. Call 443-518-4876 between 9:00 a.m. and 3:00 p.m. to arrange for a free typing test.*