

OT 50 - DATA ENTRY

(Fall, 1997)

COURSE SYLLABUS

INSTRUCTOR: Toni Ensz **TELEPHONE:** 638-3641, Ext. 255
OFFICE: B-2, Office Hours: M & W 1-2 and T 11:30 - 12:30

MATERIALS OF INSTRUCTION:

- ✓ Data Entry for Microcomputers and Terminals, 2nd Edition, by Iva Helen Lee, Prentice-Hall Publishing, 1991
- ✓ Disks: Three (3) blank, unlabeled, unformatted, 3½" double-sided **HIGH DENSITY** disks.
- ✓ Paper, pencils, and a pen.
- ✓ Case to store you diskettes.

COURSE OBJECTIVES:

Introduction to the principles and procedures of data entry for business, industry, and government offices using microcomputers. Students prepare source documents, transcribe information, enter and process data on computers to prepare for non-management entry level jobs.

COURSE COMPLETION REQUIREMENTS:

- ◆ Attend daily class session, 12 p.m. to 12:50 p.m.
- ◆ Read the assigned chapters before coming to class.
- ◆ Complete and hand in assignments. When an assignment is complete, proofread it carefully before turning it in. Assignments should be clearly marked with your name and the exercise name.

GRADING:

Tests	30%
Final	10%
Quizzes	20%
Assignments (in class)	20%
Homework	20%

Based on the following scale:

90% - 100%	. A
80% - 89%	. B
70% - 79%	. C
60% - 69%	. D
59% or below	F

All assignments must be completed in order to satisfactorily complete the requirements of this course--including the final.

CLASSROOM BEHAVIOR:

Everyone is expected to behave as an adult college student. Nothing to eat, drink or chew is to be brought or consumed in the Lab at any time! No radios, earphones, beepers, or cell phones are allowed in class. Any student who is disruptive in a class will be asked to leave and will not be allowed to return to class according to the Student Behavior rules in the KRCC Catalog.

THE LAST DAY TO DROP A SEMESTER LENGTH COURSE CLASS - October 17, 1997

HOLIDAYS:

September 1 - Labor Day

October 10 - Staff Development Day

November 11 - Veteran's Day

November 27 and 28 - Thanksgiving

December 15-19 - Final Exam Week