

SPRING 2010

DAILY 8:00 - 8:50, BUS 41 #51911: 1/11/10-3/12/10



INSTRUCTOR: TONI ENSZ

OFFICE: BE 46

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OFFICE HOURS: T TH 9:00-10:00 AND W 12:00 – 1:00 IN BUS 41 OR BY APPOINTMENT

### Required Text and Supplies:

-  DATA ENTRY SKILLBUILDING AND APPLICATIONS - AUTHOR: HUMPHREY
-  1 GB JUMP DRIVE (FLASH DRIVE, MEMORY STICK, USB DRIVE)

### COURSE DESCRIPTION:

This course will introduce the principles and procedures of data entry for business, industry, and government offices. Students will prepare source documents, transcribe information, enter and process data on computers. This course is intended to prepare students for non-management, entry level jobs.

### COURSE OBJECTIVES:

- A. Analyze and categorize data prior to data entry
- B. Practice and improve keyboarding and 10-key skills with an emphasis on raw data input
- C. Develop an understanding of data management including fields records and files
- D. Be exposed to a variety of data entry applications in business including accounts payable, accounts receivable, payroll and inventory management
- E. Transcribe data from source documents
- F. Use both spreadsheet and database applications for data entry

### COURSE OUTCOMES:

Upon completion of this course, students will be able to:

- A. enter raw data with a high degree of speed and accuracy.
- B. apply basic concepts of data processing including fields, records, and files.
- C. analyze and categorize data prior to input.
- D. demonstrate a clear understanding of the definitions of vocabulary germane to data entry/processing.
- E. determine which principles apply to specific data entry activity.
- F. transcribe data from source documents.
- G. evaluate a data entry program and determine whether source documents can be processed on that program.

### COURSE CONTENT OUTLINE:

- A. Introduction and Overview of Data Entry
- B. Hardware and Software involved in Data Entry
  - 1. Mainframes, minicomputers, microcomputers
  - 2. Software
    - a. Proprietary systems
    - b. Spreadsheets
    - c. Databases
- C. Dexterity Key-entry Drills

- D. Source Document Analysis and Interpretation
- E. Data Forms Creation
- F. Information/Data Management
- G. Supervisory/Examiner Skills
- H. Keying Activities
  - 1. Accounts payable
  - 2. Accounts receivable
  - 3. Inventory System update
  - 4. Census survey input
  - 5. Payroll maintenance

#### ATTENDANCE AND TARDIES:

- Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. Roll is taken each class period. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know before the absence. Any other absence, calling me to tell me you will be absent does not excuse you but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.
- If you decide to drop the course, **it is your responsibility** to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **Check the Schedule of Courses for the drop date.**
- I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.
- In this class, you are allowed 4 absences before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non participation and 3 points for each tardy.
- Students are expected to be on time. Two tardies are considered 1 absence.

#### HOLIDAYS:

Monday, January 19  
Friday, February 13  
Monday, February 16

#### TESTS:

- There are no make-ups for missed tests or projects. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test or submit the project early. No late tests or projects will be allowed. Telephone or email me to discuss a specific situation.

#### FINAL EXAM:

- A two-hour comprehensive final exam will be given at the end of the quarter. The date and time of the exam will be **Thursday, March 11 and Friday, March 12 during class.**

**GRADING:**

- *CLASS PARTICIPATION* 5%
- *PRODUCTION WORK:* 50%
- *TIMED WRITINGS* 25%
- *FINAL* 20%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

**CELL PHONES:**

Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking.

**ADA**

If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

**ACADEMIC DISHONESTY**

- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
- **CHEATING** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
- **PLAGIARISM** is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

## Receipt and Acknowledgement of OT 6 syllabus

I, \_\_\_\_\_ acknowledge the receipt of this OT 6 syllabus.  
(Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly understand the policies regarding **Attendance, make-ups, cell phones, and Grading**, as outlined in this document.

**Signature** \_\_\_\_\_

**Id #** \_\_\_\_\_

**Date** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_