



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Technical College of the Lowcountry
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AOT 135 DATA ENTRY

COURSE DESCRIPTION

This course introduces data entry techniques.
3 Credits Lec. 3 Lab. 0 Cr. 3

COURSE FOCUS

The focus of this course is on the introduction of data entry techniques on the 10-key numeric pad and provides practice in solving typical business calculations.

TEXT AND REFERENCES

Ten Key Mastery Access Code. Ellsworth Publishing. ISBN: 978-0997-5609-47.
Students do not need a textbook; only the Access Code for the online program.

COURSE GOALS

1. identify the parts of the computer number pad
2. implement organization of workspace for appropriate positioning to key effectively
3. develop keystroking technique
4. identify correct hand position
5. identify home row keys
6. identify top row keys
7. identify bottom row keys
8. display correct keystroking technique for the Enter Key on the 10-key pad
9. display correct keystroking technique for the Plus Key (+) on the 10-key pad
10. display correct keystroking technique for the Minus Key (-) on the 10-key pad
11. display correct keystroking technique for the Division Key (/) on the 10-key pad
12. display correct keystroking technique for the Multiplication Key (*) on the 10-key pad
13. develop technique for keying 4,5,6,7,8, and 9 keys in 3-digit number format
14. develop technique for keying 1, 2, 3, 4, 5, and 6 keys in 3-digit number format
15. display ability to key 1 through 9 keys and 0 key in 3-digit number format
16. develop technique for keying 4-digit numbers

17. develop technique for keying 5-digit numbers
18. develop technique for keying 6-digit numbers
19. perform data entry with numbers and decimals
20. perform data entry with numbers and minus key
21. perform data entry with numbers and plus key
22. perform data entry with numbers and multiplication key
23. perform data entry with numbers and division key
24. develop keying accuracy (intermediate 6-8 errors; proficient 0-2 errors)
25. develop keying speed (equal or greater than 6,000)
26. implement data input for retail orders and sales
27. implement data entry for payroll
28. implement data entry for banking and accounting
29. develop technique to maintain place within paper copy when keying data
30. perform data entry for spreadsheets to create tables, charts, or graphs
31. recognize the importance of keying accurate data for accurate tables, charts, or graphs
32. develop techniques for holding a pencil while keying data
33. identify ways to correct keying errors
34. perform multifactor multiplication
35. demonstrate data entry into Excel
36. implement cell format for numbers in Excel
37. create a pie chart from data in Excel
38. create a bar chart from data in Excel
39. demonstrate how to make numbers negative in Excel
40. recognize the importance of utilizing the number pad of the keyboard

The following competencies are required:

- enter alpha and numeric data correctly and efficiently;
- proofread and evaluate work.

Speed and Accuracy:

- Complete practice exercises in order to build speed and accuracy using data entry software.
- Complete timed numeric exercises for speed and accuracy grade.

Business Projects:

- Key alphanumeric data for business related projects.
- Revise and update existing documents.
- Demonstrate the ability to complete projects correctly and efficiently.

STUDENT CONTRIBUTIONS

Students are to complete the various documents assigned. Students are to build speed and accuracy in entering data by practicing and completing timed tests.

COURSE EVALUATION

Keystrokes per hour:

12,000 or greater	100%
9,000 to 11,999	80%
6,000 – 8,999	70%
Below 6,000	50%

Accuracy of Assignments

0-2 errors	100%
3-5 errors	90%
6-8 errors	80%
9-11 errors	70%
12 or more errors	50%

Completion of Assignments

Percentage will be awarded accordingly.

The final grade is determined by the completion of assignments, accuracy of assignments, and Keystrokes.

Average Score	Final Grade
90% – 100%	A
80% – 89%	B
70% – 79%	C
60% – 69%	D
59% and Below	F

COURSE SCHEDULE

The schedule for this course is provided on Blackboard.

Approved by: Kelli Boniecki Developed/Revised: 4/30/2019
Division Dean for Business & Industrial Divisions

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

☐☐The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.
- In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

OR

- under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
 - A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
 - A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

ONLINE ATTENDANCE PROCEDURE

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system (web-advisor) no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EXTRA:

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp

GRADING METHODOLOGY

The final grade must be 70 or more (a grade "C" or better) in order to pass the course and progress to the next course. Students absent from an examination or presentation will receive a "0" grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given.

The student is responsible for notifying the instructor for the reason of the absence. It is also the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone.

If the instructor is not available, a message should be left on the instructor's voice mail **AND** with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

Syllabus Safety Addendum

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)

7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

Updated 1/28/19