

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

Data Entry

(12 hours)

ITSW 1014

COURSE SYLLABUS

Course Description: An introduction to computers, terms, and concepts including data processing and data storage. **Prerequisites:** Keyboarding POFT 1014 or equivalent experience.

Objectives: Every student will be able to:

- Start and exit applications
- Identify parts of the screen
- Use keyboard
- Use standard data processing terms
- Input data using various entry screens

Rationale: Data processing is one of the most required skills in today's office environment and business community. This course will enable students to efficiently enter data using various techniques. This course will also provide the student with the ability to create, and modify entry screens.

Required Material: None

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

Course Outline:

- I. Using Numeric Keys from keyboard (3 hours)
 - A. Enter data into pre-created forms
 - B. Deleting data from pre-created forms
 - C. Editing data from pre-created forms

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- II. Examining different forms software, using Microsoft Office software (3 Hours)
 - A. Create a Word forms
 - B. Create a Excel forms
 - C. Create a Access forms
- III. Customizing forms, using Microsoft Office software (3 Hours)
 - A. Word form
 - B. Excel forms
 - C. Access forms
- IV. Creating business forms, using Microsoft software (3 Hours)
 - A. Entering data into business's forms
 - B. Editing data in business's forms
 - C. Deleting data business's forms