

---

<b>Course Number:</b>	<b>AOT 135</b>
<b>Course Title:</b>	<b>DATA ENTRY</b>
<b>Lecture Hours/Week:</b>	<b>3.0</b>
<b>Lab Hours/Week:</b>	<b>0</b>
<b>Credit Hours:</b>	<b>3.0</b>

[Distance Learning Attendance/VA Statement](#)  
[Textbook Information](#)

### **COURSE DESCRIPTION**

This course introduces keyboarding techniques on the 10-key numeric pad and provides practice in solving typical business calculations.

### **COURSE COMPETENCIES**

The following competencies are required in each of the five modules.

- Enter alpha and numeric data correctly and efficiently
- Proofread and evaluate work.

#### **Module #1**

- Complete practice exercises in order to build speed and accuracy using data entry software.
- Complete twelve 2-minute numeric exercises for speed and accuracy grade.
- Complete five alphanumeric timed writings.

#### **Module #2**

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

### **MINIMUM STANDARDS**

- Students are to complete the various documents for each module.
- Students are to build speed and accuracy in entering data by practicing and completing timed tests.
- Students must earn a grade average of 70 to pass the course.

### **COURSE REQUIREMENTS**

All students are responsible for attaining competencies through completion of the following course requirements:

- Completion of timed tests.
- Completion of four business-oriented projects.

### **STUDENT CONDUCT**

The policies stated in the York Technical College Catalog and Handbook will be enforced. "The College reserves the right to decline admission, to suspend, or to require the withdrawal of

anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.”

### ATTENDANCE

The attendance policy as stated in the York Technical College Catalog and Handbook will be enforced. Attendance is required on test days unless the student has a doctor’s excuse, death notice, etc., indicating an unusual circumstance for the absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

### EVALUATION STRATEGIES/GRADING

Module #1	Module Percent	Grade
Twelve 2-minute timings	50	
Five 5-minute timings	50	
<i>(Average of two scores)</i>		
<b>Module Average (20% of Final Grade)</b>		
Module #2		
Minimum of 4 business-oriented projects	100	
<b>Module Average (80% of Final Grade)</b>		

Complete five alphanumeric timed writings with a minimum of 30 words per minute with 90 percent accuracy.

46 or greater	100
40-45 wpm	90
35-39 wpm	80
30-34 wpm	70
25-29 wpm	60
Below 24 wpm	50

Complete twelve 2-minute timed tests. Accuracy and speed will be graded. Students must obtain a minimum speed of 5,000 keystrokes per minute with 90 percent accuracy.

9,000 or greater	100
8,000 - 8,999	90-99
7,000 – 7,999	80 -89
6,000 - 6,999	70-79
5,000 - 5,999	60-69
Below 5,000	50

Enter data for business-related projects. Accuracy will be graded on the following scale:

Grade	Accuracy
A	0-2 errors
B	3-5 errors
C	6-8 errors
D	9 or more errors

An overall grade of 70 is required.

**Grading Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

**PREREQUISITES:** AOT 105 or keyboarding skills

**CO-REQUISITES:** None

**Disabilities Statement:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.