

# **DATA ENTRY**

### **Curriculum Guide for Academic Year 2013-2014**

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Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at <u>www.assist.org</u> and **consult a counselor** before beginning a program of study. Please call (562)938-4561 (LAC) or (562) 938-3920 (PCC) to schedule a counseling appointment. Students may also wish to visit the Transfer Center on either campus.

	Program of study leading to: Associate in Science (A.S.) Degree			
DATA ENTRY COURSES	<u> </u>	UNITS	In Progress	Complete Grade
BCOM 15 <b>OR</b>	Business Communications OR	3 <b>OR</b>		
BCOM 20	Business Writing	3		
BCOM 216	Proofreading Skills	1		
BCOM 263	Customer Service	3		
COSA 5	Microsoft Windows Operating Systems	3		
COSA 15	Microsoft Excel for Windows	4		
COSA 25	Microsoft Access for Windows	4		
COSA 30	Introduction to Computers	3		
COSK 200 <b>OR</b>	Beginning Keyboarding & Document Production OR	3 <b>OR</b>		
COSK 233	Computer Keyboarding Skills	1		
COSK 209	Speed/Accuracy Building for Typists	1		
COSK 250A	Data Entry – Level 1	2.5		
COSK 250B	Data Entry – Level 2	2.5		
	Subtotal Units	28-30		
ELECTIVE COURSES - Min	nimum of THREE (3) units:			
BCOM 222	Job Search Skills	3		
BCOM 261	Business English	3		
COSA 10	Microsoft Word for Windows	4		
COSA 35	Microsoft Office	4		
COSA 40	Microsoft Office - Advanced	4		
	Subtotal Units	3-4		
	TOTAL	31-34		
	TOTAL	0.04	<u> </u>	<u> </u>
	following required competency: or 5 minutes with 5 or fewer errors			

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Associate Degree requirements continue on following page.

Associate Degree requirements continued from previous page.

For graduation with an Associate in Science (A.S.) Degree with a major in Data Entry:

1. Minimum Unit Requirements: §Any course that appears on a curriculum guide and the General Education Pattern (Plan A) may fulfill both major and general education requirements (Approved by College Curriculum Committee Spring 2012). For this degree, complete a minimum of 60 units in courses numbered 1-599. Please note that additional elective units may be required to meet this minimum based upon courses selected to fulfill General Education for the Associate Degree.

Data Entry 31-34 Units General Education § 19 Units

- 2. **Scholarship:** Maintain an **overall grade point average (GPA) of 2.0** ("C" average) based on all accredited college work applied to the degree, no matter where completed. For this **field of concentration, complete each course above** with a **grade of "C" or better**, or "P" if course is graded on a P/NP basis.
- 3. **Residence for the Degree:** Complete at least 30 units of the required 60 in residence at LBCC, or complete in residence at LBCC at least 20 units within the last 30 units of work applied to the degree.
- 4. **Residence for the Field of Concentration**: Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 15.5-17 units** of the 31-34 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
- 5. **General Education and Proficiency Requirements:** Complete the required A.A./A.S. General Education and Proficiency requirements\*, otherwise known as "Plan A". For Plan A requirements, refer to the general catalog or view it online at http://osca.lbcc.edu.
- 6. Complete and submit the degree application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <a href="http://admissions.lbcc.edu/">http://admissions.lbcc.edu/</a>. Refer to the Schedule of Classes (<a href="http://schedule.lbcc.edu">http://schedule.lbcc.edu</a>) and click the "Important Dates" link to view the actual deadline for each semester.

\*The requirements for general education/proficiency and the field of concentration (major) need to be from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout. See the catalog for definition of "continuous enrollment".

Program of study leading to:
Certificate of Achievement
REQUIRED COURSES—Complete the 31-34 units of required courses as listed in the Associate Degree requirements box.
TOTAL UNITS 31-34
For graduation with a <b>Data Entry Certificate of Achievement:</b> 1. Complete each of the <b>REQUIRED COURSES</b> listed above with a <b>minimum grade of "C</b> ".

- 2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 15.5-17 units** of the required 31-34 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
- 3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <a href="http://admissions.lbcc.edu/">http://admissions.lbcc.edu/</a>. Refer to the Schedule of Classes (<a href="http://schedule.lbcc.edu">http://schedule.lbcc.edu</a>) and click the "Important Dates" link to view the actual deadline for each semester.

# Program of study leading to: Certificates of Accomplishment Certificate: Basic Information Manager 4069 REQUIRED COURSES COSA 215 Microsoft Outlook for Windows Outlook for Windows Discrete Completed Completed Grade Outlook for Windows Outlook for Windows Outlook for Windows Outlook for Windows

BCOM 15 OR Business Communications OR 3 OR 5 BCOM 20 Business Writing 3 TOTAL UNITS 6

Additional Requirements: Minimum GPA of 3.0 or higher in certificate courses

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REQUIRED COURSES		UNITS	In Progress	Completed Grade
BCOM 15 <b>OR</b>	Business Communications <b>OR</b>	3 <b>OR</b>		1
† BCOM 20	Business Writing	3		
BCOM 261	Business English	3		
BCOM 262	Soft Skills for the Workplace	1		
	TOTAL UNIT	rs 7		
Certificate: Basic Data	Entry 4071			•
REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSA 25	Microsoft Access for Windows	4		
COSK 250A	Data Entry – Level 1	2.5		
COSK 250B	Data Entry – Level 2	2.5		
COSK 209	Speed and Accuracy Building for Typist	1		
COSK 233	Computer Keyboarding Skills	1		
000.1.200	TOTAL UNIT	ΓS 11		
	s: Typing Certificate of 40 WPM for 5 minutes with 5 or fe	_		
Certificate: Basic Com	puter & Office Skills 4074			_
			In	Completed
REQUIRED COURSES		UNITS	Progress	Grade
REQUIRED COURSES  COSA 5	Microsoft Windows Operating System	UNITS 3	Progress	Grade
COSA 5	Microsoft Windows Operating System Introduction to Computers	3	Progress	Grade
	Introduction to Computers		Progress	Grade
COSA 5 COSA 30 COSA 214	Introduction to Computers Records Management and Filing	3 3	Progress	Grade
COSA 5 COSA 30 COSA 214 BCOM 260	Introduction to Computers Records Management and Filing Business Telephone Procedures	3 3 2 1	Progress	Grade
COSA 5 COSA 30 COSA 214	Introduction to Computers Records Management and Filing	3 3 2 1 3	Progress	Grade
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.	3 3 2 1 3 7 <b>S</b> 12		
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe	3 3 2 1 3 7 <b>S</b> 12	ompleted in th	e previous 12
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  Additional Requirements Conths.  Certificate: Basic Word	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe	3 3 2 1 3 7 <b>S</b> 12		
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe	3 3 2 1 3 <b>TS</b> 12	ompleted in th	e previous 12
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe	3 3 2 1 3 STS 12 Ewer errors co	ompleted in th	e previous 12
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  Microsoft Word for Windows Business Communications OR	3 3 2 1 3 7S 12 ewer errors co	ompleted in th	e previous 12
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  Additional Requirements Ionths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  If Processing 4076  Microsoft Word for Windows Business Communications OR Business Writing	3 3 2 1 3 TS 12 ewer errors co	ompleted in th	e previous 12
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR † BCOM 20	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  If Processing 4076  Microsoft Word for Windows Business Communications OR Business Writing  TOTAL UNIT	3 3 2 1 3 TS 12 ewer errors co	ompleted in th	e previous 12
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR † BCOM 20	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  If Processing 4076  Microsoft Word for Windows Business Communications OR Business Writing	3 3 2 1 3 TS 12 ewer errors co	ompleted in th	e previous 1:
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR † BCOM 20  dditional Requirements	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  Microsoft Word for Windows Business Communications OR Business Writing  TOTAL UNIT  S: Minimum GPA of 3.0 or higher in certificate courses	3 3 2 1 3 TS 12 ewer errors co	In Progress	e previous 12  Completed Grade
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR BCOM 20  dditional Requirements	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  Microsoft Word for Windows Business Communications OR Business Writing  TOTAL UNIT  S: Minimum GPA of 3.0 or higher in certificate courses	3 3 2 1 3 TS 12 ewer errors co	ompleted in th	e previous 1:  Completed Grade
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR BCOM 20  dditional Requirements Certificate: Microsoft Corrections	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  Microsoft Word for Windows Business Communications OR Business Writing  TOTAL UNIT  S: Minimum GPA of 3.0 or higher in certificate courses	3 3 2 1 3 7 5 12 9 9 9 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10	In Progress	e previous 12  Completed Grade  Completed
COSA 5 COSA 30 COSA 214 BCOM 260 COSK 200  dditional Requirements onths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR BCOM 20  dditional Requirements  Certificate: Microsoft Courses COSA 35	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  If Processing 4076  Microsoft Word for Windows Business Communications OR Business Writing  TOTAL UNIT  S: Minimum GPA of 3.0 or higher in certificate courses  Office 4077	3 3 2 1 3 7 5 12 ewer errors co  UNITS 4 3 OR 3 7 7	In Progress	e previous 12  Completed Grade  Completed
COSA 30 COSA 214 BCOM 260 COSK 200  Additional Requirements nonths.  Certificate: Basic Word REQUIRED COURSES COSA 10 BCOM 15 OR † BCOM 20  Additional Requirements  Certificate: Microsoft Courses	Introduction to Computers Records Management and Filing Business Telephone Procedures Beg. Keyboarding and Document Prod.  TOTAL UNIT  S: Typing certificate of 25 WPM for 5 minutes with 5 or fe  If Processing 4076  Microsoft Word for Windows Business Communications OR Business Writing  TOTAL UNIT  S: Minimum GPA of 3.0 or higher in certificate courses  Office 4077  Microsoft Office	3 3 2 1 3 7 5 12 ewer errors co  UNITS 4 3 OR 3 7 UNITS 4	In Progress	e previous  Comple Grade

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Departmental Phone: 562-938-4904, Web Site: <a href="http://www.lbcc.edu/cos">http://www.lbcc.edu/cos</a>

Information on this sheet is subject to change without notice. Any updates to this guide are posted at <a href="http://osca.lbcc.edu">http://osca.lbcc.edu</a>.

Certificate: Basic Spre	adsheets 4079			ln	Completed
REQUIRED COURSES			UNITS	Progress	Grade
COSA 15	Microsoft Excel for Windows		4		
BCOM 15 <b>OR</b>	Business Communications OR		3 <b>OR</b>		
† BCOM 20	Business Writing		3		
	Т	OTAL UNITS	7		
Additional Requirement	s: Minimum GPA of 3.0 or higher in certificate	courses			
Certificate: Basic Data	bases 4080				_
REQUIRED COURSES			UNITS	In Progress	Completed Grade
COSA 25	Microsoft Access for Windows		4		0.00
BCOM 15 <b>OR</b>	Business Communications <b>OR</b>		3 <b>OR</b>		
† BCOM 20	Business Writing		3		
,	•	OTAL UNITS	7		
Additional Requirement	<ul><li>s: Minimum GPA of 3.0 or higher in certificate</li></ul>		•		
	5. Willimum GFA of 3.0 of Higher in Certificate				
Certificate: Basic Com	puting & Internet Literacy 4095				
REQUIRED COURSES	,		UNITS	In Progress	Completed Grade
	later duction to Oceanistans			riogiess	Grade
COSA 30 COSA 35	Introduction to Computers Microsoft Office		3 4		
COSA 45	Introduction to the Internet		2		
COSA 43		OTAL LINUTO			
	ا ا <b>s:</b> Minimum GPA of 3.0 or higher in certificate	OTAL UNITS	9		
Certificate: Information  REQUIRED COURSES  COSN 10  COSS 270  COSS 271  COSS 272	Networking Fundamentals Information Security Fundamentals Network Security Fundamentals Forensics Digital Analysis and Validation		UNITS  4 1 3 4	In Progress	Completed Grade
COSS 273	Computer Forensics and Analysis	OTAL LINUTO	4		
	11	OTAL UNITS	16		
Certificate: Basic Pres					
Jerunicate. Dasic P163	entations 4110				
REQUIRED COURSES	entations 4110		UNITS	In Progress	Completed Grade
	entations 4110  Microsoft PowerPoint for Windows		UNITS 3		
REQUIRED COURSES					
REQUIRED COURSES  COSA 20	Microsoft PowerPoint for Windows		3		
REQUIRED COURSES  COSA 20 BCOM 15 OR	Microsoft PowerPoint for Windows Business Communications <b>OR</b> Business Writing	OTAL UNITS	3 3 <b>OR</b>		
COSA 20 BCOM 15 OR BCOM 20	Microsoft PowerPoint for Windows Business Communications <b>OR</b> Business Writing		3 3 <b>OR</b> 3		
REQUIRED COURSES  COSA 20 BCOM 15 OR  BCOM 20  Additional Requirements:	Microsoft PowerPoint for Windows Business Communications <b>OR</b> Business Writing  To  Minimum GPA of 3.0 or higher in certificate co		3 3 <b>OR</b> 3		
REQUIRED COURSES  COSA 20 BCOM 15 OR  BCOM 20  Additional Requirements:  Certificate: Computer	Microsoft PowerPoint for Windows Business Communications <b>OR</b> Business Writing  To  Minimum GPA of 3.0 or higher in certificate co		3 3 <b>OR</b> 3 6	Progress	Grade
REQUIRED COURSES  COSA 20 BCOM 15 OR † BCOM 20  Additional Requirements:  Certificate: Computer	Microsoft PowerPoint for Windows Business Communications <b>OR</b> Business Writing  To Minimum GPA of 3.0 or higher in certificate co	ourses	3 3 OR 3 6	Progress	Grade
REQUIRED COURSES  COSA 20 BCOM 15 OR  BCOM 20  Additional Requirements:  Certificate: Computer  REQUIRED COURSES  COSN 3	Microsoft PowerPoint for Windows Business Communications <b>OR</b> Business Writing  To Minimum GPA of 3.0 or higher in certificate co  Technician A+ 4126  Operating Systems: Software and Hardware	ourses	3 OR 3 6	Progress	Grade
REQUIRED COURSES  COSA 20 BCOM 15 OR † BCOM 20  Additional Requirements:  Certificate: Computer	Microsoft PowerPoint for Windows Business Communications OR Business Writing  To Minimum GPA of 3.0 or higher in certificate co  Technician A+ 4126  Operating Systems: Software and Hardware Computer Technician Hardware Basics	ourses	3 3 OR 3 6	Progress	Grade

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REQUIRED COURSES		UNITS	In Progress	Completed Grade
COSN 3	Operating Systems: Software and Hardware	4		
COSN 5	Computer Technician Hardware Basics	4		
	TOTAL UNITS	8		
Certificate: Business E REQUIRED COURSES	ngital Literacy 4130		ln	Completed
		UNITS	<b>Progress</b>	Grade
COSA 1 OR	Computer Information Competency <b>OR</b>	UNITS 1 OR	Progress	•
COSA 1 <b>OR</b> COSA 30 <b>OR</b>	Computer Information Competency <b>OR</b> Introduction to Computers <b>OR</b>		Progress	•
		1 <b>OR</b>	Progress	•

### For graduation with a Certificate of Accomplishment:

Cartificate: Computer Technician A+ 1126

- 1. Complete the above required courses with a minimum grade of "C", or "P" if course is graded on a P/NP basis.
- 2. Fifty percent (50%) or more of the required units must be completed in residence at LBCC.

Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu.

# **Career Opportunities**

This **Associate Degree or Certificate of Achievement** is a two-year program leading to the Associate in Science (A.S.) degree. It is designed to prepare students for employment in a variety of office settings and serves as a foundation for specialization. Students wishing a bachelor's degree (transfer program) should meet with a counselor to discuss transferability of courses.

## **Program Mission and Outcomes**

To prepare students to enter the data entry workforce with the keying proficiencies and data entry acumen required for a basic data entry job.

### Outcomes:

- Key data with appropriate accuracy and speed rates
- Evaluate and use best keying methodologies for varying data entry interfaces
- · Demonstrate ethical behavior and professional conduct in a variety of business environments

### Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a "C" or "P" grade. Refer to the General Catalog (http://www.lbcc.edu/cat/index.html), the Schedule of Classes (http://schedule.lbcc.edu/), or the online Credit Course Outline (http://wdb-asir.lbcc.edu/coursecurriculum/coursedetails/) for specific prerequisite information.

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