



## ***Module Descriptor***

### **Data Entry**

**Award Type: Minor**  
**Award Level: 4**  
**Award Code: 4N1113**  
**Validation date: 11<sup>th</sup> April 2013**

**Revision 1.0**

## Module Descriptor

**Purpose:** The purpose of this module is to equip the learner with the knowledge, skill and competence to input data efficiently and accurately.

**Module Duration:** The learning effort required from a typical learner to successfully achieve the stated learning outcomes for the module is **100 hours**.

**Learning Outcomes:** By the end of this module, the learner will be able to:

1. Explain the importance of speed and accuracy in relation to data entry.
2. Use a data entry application to enter data using text, alpha, numeric and special characters.
3. Create a range of documents using appropriate text production techniques for punctuation and style.
4. Use a range of editing and formatting tools.
5. Make amendments to documents using insert, delete, change case, transpose, and new paragraph functions.
6. Copy text consisting of a minimum of 250 words, including character and numeric data, to a minimum speed of 25 words per minute and a minimum of 98% accuracy.
7. Proof read a single one page, double line spacing document containing a range of errors to identify errors and indicate required corrections.

## Key Learning Points

### Learning Outcome 1:

Explain the importance of speed and accuracy in relation to data entry.

### Key Learning Points

- The importance of speed in relation to data entry to include how speed is defined in data entry, and how speed is calculated
- The importance of accuracy in relation to data entry to include how accuracy is defined and calculated
- The impact of errors and omissions in a document to include damage to company reputation/image, efficiency of resources such as time, manpower
- Impact of errors on financial documents
- The importance of speed and accuracy in relation to data entry in the creation of documents to include spread sheets, records, documents and databases.

### Learning Outcome 2:

Use a data entry application to enter data using text, alpha, numeric and special characters.

### Key Learning Points

- Common data entry applications suitable for data entry, to include word processing applications, spread sheet applications and database applications.
- Alpha text, numeric text and special characters
- Use of a combination of text; alpha, numeric and special characters when using a data entry application
- Use of correct abbreviations for measurements, weights, money and time
- Accurate input of text and data from a given source

### Learning Outcome 3:

Create a range of documents using appropriate text production techniques for punctuation and style.

### Key Learning Points

- Accepted formats of business documentation including letters, memos and faxes
- Text production techniques to include formatting and style
- Creation of a range of documents using appropriate text production techniques
- Rules of text production such as correct punctuation
- Open and closed punctuation
- Styles of text production such as spacing and word division

**Learning Outcome 4:**

Use a range of editing and formatting tools.

**Key Learning Points**

- Importance of document formatting to include improved visual impact, ease of reading, adherence to company style guides
- Text formatting to include emphasising text and creating paragraphs
- Use of horizontal and vertical centring
- Creation of tables in appropriate formats
- Editing tools to include bullets and numbering

**Learning Outcome 5:**

Make amendments to documents using insert, delete, change case, transpose, and new paragraph functions.

**Key Learning Points**

- Document amendments by using cut, copy and paste functions
- Text amendments by changing from lower case to capitals
- Text movement from one part of the document to another
- Creation of new paragraphs

**Learning Outcome 6:**

Copy text consisting of a minimum of 250 words, including character and numeric data, to a minimum speed of 25 words per minute and a minimum of 98% accuracy.

**Key Learning Points**

- Standard speed building techniques using keystroke and skill exercises to attain a minimum of 25 words per minute
- Use of the word count facility
- Accurate character and numerical data input from a given source within a specified time limit
- Document creation with a minimum of 98% accuracy

**Learning Outcome 7:**

Proof read a single one page, double line spacing document containing a range of errors to identify errors and indicate required corrections.

**Key Learning Points**

- Use of a thesaurus, dictionary and the spell check function in relation to ensuring accuracy in data entry
- The use of a thesaurus, dictionary and the spell check function in order to proof a document effectively
- Application of corrections to errors and omissions identified in a document

## Assessment Specification

<b>Award Title:</b>	<b>Data Entry</b>
<b>Award Type:</b>	<b>Minor</b>
<b>Framework Level:</b>	<b>4</b>
<b>Award Code:</b>	<b>4N1113</b>
<b>Credit Value:</b>	<b>10</b>

<b>Assessment No.</b>	<b>Duration</b>	<b>Assessment Details</b>	<b>Weighting</b>	<b>Stage at which assessment takes place</b>
Examination EX1	30 minutes	Speed and accuracy	60%	Upon completion of LO1, LO2 & LO6
Examination EX2	1.5 hours	Document Production	20%	Upon completion of LO3, LO4 & LO5
Examination EX3	45 minutes	Proof Reading	20%	Upon completion of LO7

## Award Classifications

<b>Grades</b>	<b>Standards</b>
Pass Merit Distinction	50 - 64% 65 - 79% 80 -100%

## **Suggested Learning Methodologies**

- Practical activities
- Practical exercises
- Simulated examinations
- Note taking
- Discussion groups

## **Specific Module Requirements**

- Computer
- Data Entry Application (e.g. Microsoft Word)
- Dictionary
- Thesaurus

## **Suggested Learning Resources**

- Course Materials
- Practice activities
- Practice exercises
- Data entry and speed building software (e.g. Mavis Beacon)

**Recommended by:** \_\_\_\_\_

Manager Training Policy Development and Support

**Approved by:** \_\_\_\_\_

Director Training Policy Development and Support