ACM CURRICULA RECOMMENDATIONS
FOR RELATED COMPUTER SCIENCE
PROGRAMS IN
VOCATIONAL-TECHNICAL SCHOOLS,
COMMUNITY AND JUNIOR COLLEGES,
AND HEALTH COMPUTING. VOL. 3

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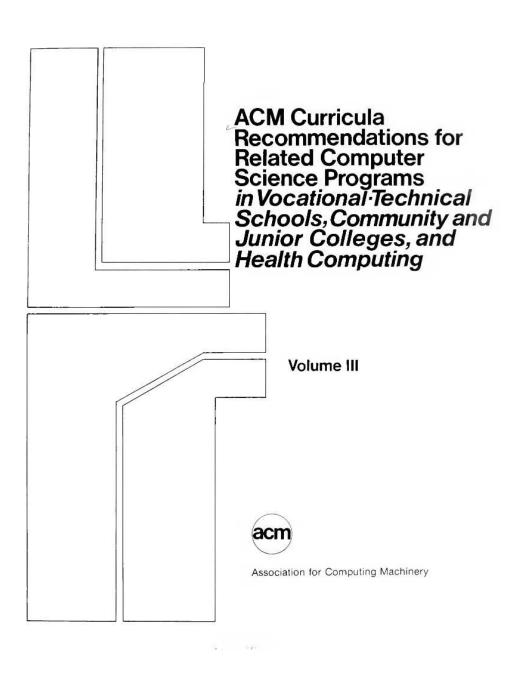
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RECOMMENDATIONS AND GUIDELINES FOR A CAREER PROGRAM IN DATA ENTRY OPERATIONS

ABSTRACT

This report offers recommendations and guidelines for a career program to educate data entry operators for work in data processing jobs. It represents the result of several years of effort by the Association for Computing Machinery's Committee on Curriculum for Community and Junior College Education, and is the consensus of a large number of computer educators and industry representatives.

The guidelines presented here are applicable to programs in vocational-technical schools at all levels, community and junior colleges, and other post-secondary institutions. They may be of use in evaluating existing programs or in establishing new programs.

The report provides objectives for a data entry operations curriculum and gives a detailed topical outline for its implementation. The topics are presented in the form of modules that can be selected according to the needs of the community served by the institution. The report also provides recommendations concerning equipment, faculty, and other resources necessary to offer a program in data entry. Recognition is given to the increasing responsibilities of data entry personnel and the crucial role they play in the efficient and successful operation of computer-based systems.

KEY WORDS AND PHRASES: certificate programs

community and junior colleges

computer curriculum data entry

data entry operations

data processing education keypunch

two year programs

vocational-technical schools

CR CATEGORIES: 1.51 High school courses and programs

1.52 University courses and programs

2.42 Personnel training

3.5 Management data processing