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CONTENTS

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-techni-
cal 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

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