

POFT 1231 Business Machine Applications

Course Syllabus

Instructor: Gail Bunce
Phone: (512) 767-2127
E-mail: gbunce@austincc.edu

Important: If you are unable at any time during the session to continue in this course or if you think you will not be able to complete the course or meet the requirements, it is your responsibility to complete the ACC withdrawal form. Failure to withdraw yourself may result in a failing grade for the course. An incomplete is not given in this course.

Program: Office Administration

Prerequisite: Key 30 wpm on a 5-minute timed writing with 5 or fewer errors

Semester Credit Hours: 2

Length of Course: 16 weeks

Instructional Methodology:

- Student guide to enable you to work independently
- Instructor-assisted classroom

Course Rationale: This course will provide you with increased knowledge of specialized areas of office procedures and techniques. This course will also train students with marketable skills to meet their individual requirements, current demands, and future needs of the business world.

Course Description: This course will teach you to operate the ten-key pad and enter alphanumeric data on the computer, as well as develop speed and accuracy. You can apply these data entry skills for specific jobs in business and industry. You will do research on multipurpose office equipment.

Course Objectives:

- Mastery on the numeric keypad
- Familiarity with number and symbol keys
- Development of speed and accuracy in keying numbers

SCANS (Secretary's [of Labor] Commission on Achieving Necessary Skills)

- Reading
- Responsibility
- Self-management

Textbook and Required Materials:

- *Data Entry Skillbuilding and Application*; Thompson Southwestern Publishing, 2005; 0-538-43476-7. Textbook available at Eastview Campus Bookstore, 3401 Webberville Rd, (512) 927-1619. Reserve online at <http://www.austincc.bkstore.com>.

Course Grade:

- 12 Training Center Lessons (credit only) 5%
- Three 5-Minute Timed Writings (completed in the lab) 15%

NOTE: You will test on a keyboard that does not show the alphabetic keys.

- Three Numeric Keypad Timings (completed in the lab) 15%
- 16 Data Entry Activities 60%
- One Web Site Activity 5%

Final Grade

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 59% and below