

POFT 1231 Business Machine Applications Course Syllabus

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 will result in a failing grade for the course. An incomplete is not given for 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 encourage independent work
- Flex-entry computer lab with instructors and lab assistants to provide guidance

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*; Humphrey, Thompson Southwestern Publishing, 2005; ISBN: 0-538-43476-7

Textbook available **only** at Eastview Campus Bookstore (512) 927-1619. Reserve online at <http://austincc.bkstore.com>

Final grade will be computed as follows:

12 Training Center Lessons (credit only)	5%
Three 5-Minute Timed Writings (completed in the lab)*	15%
Three Numeric Keypad Timings (completed in the lab)	15%
16 Data Entry Activities	<u>65%</u>
	100%

***NOTE:** Final Timed Writings will be taken on a keyboard that **DOES NOT** show letters.

Final Grade

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