

POFT 1231 BUSINESS MACHINE APPLICATIONS 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, 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: Keying speed of 30 wpm with no more than 5 errors

Semester Credit Hours: 2

Instructional Methodology:

- Student guide to enable you to work independently
- Instructor- and lab tech-assisted flex-entry computer lab

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

SCANS Competencies:

- Reading
- Responsibility
- Self-management

Textbook and Required Materials:

- *DATA ENTRY Skillbuilding and Applications*, Thompson Southwestern Publishing, 2005. ISBN 0-538-43476-7. Textbook available at Eastview Campus Bookstore, 3401 Webberville Rd, 927-1619. Reserve online at <http://www.bkstore.com/austincc>
- one 3 1/2-inch disk

Course Grade:

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| • 12 | Training Center Lessons (credit only) | 5% |
| • 3 | 5-Minute Timed Writing (completed in the lab) | 15% |

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

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| • 3 | Numeric Keypad Timings (completed in the lab) | 15% |
| • 17 | Data Entry Activities | 60% |
| • 1 | Web Site Activity | 5% |

Final Grade

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