

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<u>COURSE NUMBER:</u>	O TEC 109
<u>COURSE TITLE:</u>	OFFICE MACHINES
<u>SEMESTER CREDIT HOURS:</u>	1
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	None

COURSE DESCRIPTION:

Desk model electronic calculators and computers are used to produce a variety of information used in business to perform day-to-day operations, make decisions, and solve problems. Every student majoring in office technology should have the basic skills and knowledge necessary to compile data and information accurately and rapidly using office machines. Students will develop skill using a 10-key adding machine by touch and using the numeric keypad of a computer. Students will be introduced to commonly used office equipment in this course.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Demonstrate proficiency in solving business problems on an electronic calculator.

- Perform addition, subtraction, multiplication, and division calculations.
- Identify the operating control keys on the calculator.
- Make calculations on various bank forms.
- Total time cards and calculate payroll.
- Verify sales order and calculator sales representatives' commissions.

2. Develop office machine skills needed for entry-level office positions.

- Keystroke at least 100 digits per minute with 0-3 error.
- Identify special use keys on a calculator.
- Determine speed and accuracy through timed drills and productivity drills.
- Identify and use office equipment.

3. Use computers to enter numeric data by touch using the numeric keypad.

- Use *Gregg College Keyboarding and Document Processing* software to develop accuracy and speed in numeric keypad.
- Use numeric keypad to enter data in Excel spreadsheets.

4. Perform workplace competencies

- **WORK ETHICS**
Apply employee rules, regulations, and policies in a given occupational area, including:
 - Punctuality and dependability
 - Accuracy
- **RESOURCE MANAGEMENT**
Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task
- **TIME MANAGEMENT**
Set priorities or the order in which several tasks will be accomplished
- **DECISION MAKING/PROBLEM SOLVING**
Apply the steps in the decision making process
- **LISTENING SKILLS**
Follow oral instructions:
 - Listen for steps or actions to be performed
 - Listen for clues regarding the order or sequence in which a task is performed