

Revised 12:00 noon on 8/25/09

**SYLLABUS:** **TECH DATA ENTRY (BUS 2173)**  
**INSTRUCTOR:** **Trudy Stringfellow**  
**OFFICE HOURS:** **MTWH – 9:00 – 11:00**  
**CLASS MEETS:** **MW 11:10-12:30**  
**FALL SEMESTER:** **August 26 – December 18, 2009**

**Course Description:** This course is designed to enhance the data entry skills of a student and provides the kind of experiences a data entry specialist encounters every day on the job.

**Prerequisite:** BUS 1203 and BUS 1303 or CIS 2223

**Course Text:** Data Entry Skill Building and Applications

**STUDENT LEARNING OUTCOMES FOR TECH DATA ENTRY:**

**Upon completion of this course the student should know and be able to:**

1. Input data alphanumeric at an average rate
2. Input data for insurance forms
3. Input data for invoices
4. Input data for surveys
5. Input general hospital forms
6. Increase speed and accuracy on data input

**Students successfully completing the UAM CTM Administrative Office Technology program will be able to:**

1. **Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology .**
2. **Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.**
3. **Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.**

**Evaluation:** the program assigns Grades and the instructor will give an average for final grade. Each day the student will turn in (a) Keypad drills for the week, (b) Alphanumeric drills for the day, as well as completing the Data Entry Projects that are listed below. Grades will be assigned by the program and is strictly "speed" and "accuracy" oriented.

**Activities—5%**  
**Timings-- 70%**  
**Final Exam—25%**

<b>Grading Scale:</b>	<b>Percent</b>	<b>Grade</b>	<b>Quality Points</b>
	100% - 90%	A	4
	89% - 80%	B	3
	79% - 70%	C	2
	69% - 60%	D	1
	59% - Below	F	0
	Withdrawal	W	W's & I's are
	Incomplete	I	disregarded

when calculating  
grade point averages.

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### **Students with Disabilities:**

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

**Disruptive behavior:** College regulations, which serve to control all aspects of personal conduct, must be observed. The safety, rights, and feelings of others must be respected. A student may be suspended or dismissed from the school for conduct or personal habits, which are not in the best interest of the student, fellow students, or the instructor.

**Grade Reports:** UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

## **TECH DATA ENTRY ASSIGNMENTS AND TEST SCHEDULE**

**Each chapter introduces the student to a new field of study and the forms required for data input. The students will work at their individual pace, and the Data Entry program and the instructor will give grades. Each student has "x" number of attempts to increase their speed and accuracy on each section of the book. The student should read the chapter before coming to class to be familiar with the forms and techniques used in this program to increase their chance of increasing their speed and accuracy. Each student will be responsible for reading each chapter. Every class day each student must turn in an alphanumeric 5' timing with 5 errors or less for a timing grade and a 1 minute numeric timed writing with 5 errors or less. There are 4 Projects with four activities each. Each Activity is a separate grade and worth 100 points. The final exam will be a 5-minute alphanumeric timed writing with 5 errors or less and a 1-minute keypad timed writing with 5 errors or less.**

## **BUSINESS DEPARTMENT MAKE-UP WORK/TEST POLICY**

**Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.**

**If a student misses an assigned test, he/she will have one (1) week to make up the test. However, the highest grade that can be made will be an 89 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test.**

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**The following schedule is tentative, with changes made at the discretion of the instructor.**

**AUGUST 26 - 28**

**Chapter 1--Data Entry in an Information World**

**AUGUST 31 – SEPTEMBER 4**

- **Chapter 2--Getting Started with Data Entry: The Training Center**
- **Begin the Training Center Lab – pp. 19 – 25**

**SEPTEMBER 8 -11**

**Complete the Training Center Lab (TURN IN LESSON REPORT)**

**SEPTEMBER 14 - 18**

- **Chapter 3--Completing the Projects**
- **Chapter 4--Building Data Entry Skill: The Practice Room**

**SEPTEMBER 21 - 25**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 1)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 1)**

**SEPTEMBER 28 – OCTOBER 2**

- **Project 1 - Cradle Insurance -- Activity 1 Through Activity 4**

**September 28**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 2)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 2)**

**September 30**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 3)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 3)**

**OCTOBER 5 - 9**

- **Work on Project 1**

**October 5**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 4)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 4)**

**October 7**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 5)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 5)**

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### **OCTOBER 12 - 16**

- **Project 1 due by October 14**

#### **October 12**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 6)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 6)**

#### **October 14**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 7)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 7)**

### **OCTOBER 19 - 23**

- **Project 2 – Funwear – Activity 5 – Activity 8**

#### **October 19**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 8)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 8)**

#### **October 21**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 9)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 9)**

### **OCTOBER 26 - 30**

- **Work on Project 2**

#### **October 26**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 10)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 10)**

#### **October 28**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 11)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 11)**

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**NOVEMBER 2 - 6**

- **Project 2 due by November 4**

**November 2**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 12)**
- **Complete 1 minute keypad timing with 5 errors or less (Keypad Timing 12)**

**November 4**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 13)**

**NOVEMBER 9 – 13**

- **Project 3 – Western Suites – Activity 9 – Activity 12**

**November 9**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 14)**

**NOVEMBER 16 – 20**

- **Work on Project 3**

**November 16**

- **Complete alphanumeric 5 minute timing with 5 errors or less (Alphanumeric Timing 15)**

**NOVEMBER 23 – 24**

- **Project 3 due by November 23**

**NOVEMBER 30 – DECEMBER 4**

**Project 4 – General Hospital – Activity 12 – Activity 17  
Practice timed writings – both alphanumeric and keypad**

**DECEMBER 7 – 11**

**Project 4 due December 9  
Practice timed writings – both alphanumeric and keypad**

**MONDAY, DECEMBER 14 – 1:30 – 3:30 PM**

**FINAL EXAM - TWO (2) TIMED WRITINGS—ONE ALPHANUMERIC AND 1 KEYPAD WITH 5 ERRORS OR LESS**

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*UAM College of Technology - McGehee  
Administrative Office Technology Program Syllabus Agreement - Fall 2009*

August, 2009

I, \_\_\_\_\_ do enter into an agreement with the Instructor of the course listed below.  
PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/stringfellow>) a copy of the syllabus for the course:  
\_\_\_\_\_ TECH DATA ENTRY \_\_\_\_\_.
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a 1% penalty will be applied to any assignment turned in late and whether or not the late assignment is accepted is up to the Instructor.
- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
  - a grade of "0" on the assignment
  - a grade of "F" for the course
  - dismissal from the above listed course
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, and other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on \_\_\_\_\_, December \_\_\_\_\_, 2009 from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

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Student's signature

Date