PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

OFFICE INTEGRATION
ADMN 2015

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: 0.0   **Revised: Fall 2015**

NOTE: If you wish to take this course for AUDIT (not receive a grade), you can change to AUDIT status by completing an Add/Drop form by the published deadline date. You will receive the same instruction as students taking the course for credit, but your GPA will not be affected and the course will not count toward an academic degree.

Catalog Course Description:

A study of the advanced features of Microsoft Office as used in business. Major emphasis is on integration and streamlining of tasks of Microsoft Office applications.

Entry Level Standards:

Keyboard speed of 35 wam (minimum)

Prerequisites:

ADMN 2120 and 2621

Textbook(s) and Other Course Materials:

1.   *Microsoft Word 2013: New Perspectives, Comprehensive*, by Zimmerman, Zimmerman, Shaffer, and Pinard, Cengage Learning, ISBN 978-1-28509111-2
2.   *The Gregg Reference Manual,* Ninth Edition, William A. Sabin, Glencoe McGraw-Hill, 2000.
3.   Jump drive

I. Week/Unit/Topic Basis:

Week	Topic
1-2	Review of ADMN 2120
3	Tutorial 8: Customizing Word and Automating Your Word
4-5	Tutorial 9: Creating Online Forms Using Advanced Table Techniques Tutorial 10: Managing Long Documents Hyperlinks
5-6	**Midterm Test** Overview of Project Presentations (Adobe Acrobat)
7-8	Project Presentations Overview of Integrated Computer Projects
9-13	Integrated Computer Projects

14-15   **Final Test**

II. Course Goals*:

The course will:

A. Build the students' skills on how to design and edit a variety of complex business documents using Microsoft Office application programs and Adobe Acrobat. (I, II, III, IV)

B. Expand the student's understanding of critical thinking skills in relation to producing mailable business documents. (I, II, III, V)

C. Enhance effective use of professionally accepted methods and materials in completion of application documents in a simulated office setting (I, II, III, V, VI)

D. Become proficient in using MS Office to integrate and complete business documents. (I, II, III, V, VI)

E. Extend students' knowledge on time management skills by setting objectives, organizing, prioritizing and scheduling activities and practice. (III)

*Roman numerals after course objectives reference goals of the APT program.

III. Expected Student Learning Outcomes*:

The student will be able to:

1. Design complex business documents using Microsoft Office integration skills (A B, C)

2. Develop decision-making and problem-solving skills. (B, D)

3. Proofread and revise documents as instructed. (A, C)

4. Use the capabilities of advanced Word and Excel features. (A, C)

5. Locate and use resources for style, design, and content in producing business documents. (C)

6. Implement document design principles in creating a variety of business documents. (A, B, C)

7. Utilize Adobe Acrobat to create a variety of business forms.

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures: 60 percent

Timed application tests will be given on both exams. These tests will consist of problems similar to the cases in the textbook. The average of the two application tests will count 90 percent of the testing grade. A penalty of 10 percent of the total points possible will be deducted for every 15 minutes that a student goes over the allotted time for the midterm or final exam.
Shortcut tests will be given on both exams. The shortcut tests are written exams over shortcuts used in Word. The average of the two shortcut tests will count as 10 percent of the testing grade.

MAKEUP POLICY: Tests CANNOT be made up and a grade of zero will be applied to the missed test unless prior approval by instructor to take test at later date

B. Laboratory Expectations:

This college-level course is structured as a lecture-format class. You will be expected to do lab work *in addition to class time* to complete assignments. Occasionally, time will be allowed at the instructor's discretion to complete assignments in class. Open labs are available at all campuses. Check posted hours.

C. Field Work:

N/A

D. Other Evaluation Methods: 40 percent

(Homework, SAM Quizzes, SAM Projects, Graded Exercises, Integrated Computer Projects, Project Presentations)

Homework will be assigned for each tutorial. Homework must be completed in its entirety and will not be accepted after the due date.

SAM projects and quizzes will be assigned for each tutorial using SAM 2013 software. The projects will consist of problems similar to those given in the textbook. The quizzes will consist of 25 multiple-choice questions or tasks over the material within each tutorial.

Graded exercises may be assigned and a point system of grading will be based upon the accuracy of work. These exercises cannot be made up unless prior approval by the instructor. Homework, quizzes, projects, and graded exercises will account for 35 percent of the other evaluation methods.

Integrated projects will consist of business problems that will utilize Microsoft office. Project Presentations will consist of group presentations over Adobe Acrobat. Integrated projects and project presentations will account 65 for percent of the total grade. Work will not be accepted after the due date and a grade of zero will be applied to any work not submitted.

E. Grading Scale:

A	92 - 100
B+	89 - 91
B	82 - 88
C+	79 - 83
C	72 - 78
D	65 - 71
F	0 – 64

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific

circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:
- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Computer Usage Guidelines:
College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.