

Three Rivers Community College

Norwich, Connecticut

Fall 2006

CRN #30352

Syllabus

BOT 219

INTEGRATED OFFICE

Mohegan Campus - Room 310

3 Credit Hours

Mondays - 6:30-9:15 p.m.

Instructor:	Betti Gladue
E-Mail:	BGladue@trcc.commnet.edu
Office Location:	Mohegan Campus, Annex, Room 4
Office Telephone:	892-5768 (Please leave voice mail message)
Office Hours:	Mondays & Wednesdays 8:00 - 9:30 a.m. or by appointment

BOT K219

Page 1

Course Description

Prerequisites: BOT* K137, CSA* K131A, CSA* K141A, and CSA* K150 or CSA *K105 and BOT * K137. This course provides students with further application and enhancement of their office skills. Topics include the role of administrative support services using an integrated software package (word processing, spreadsheet, database, and graphics) to complete business projects.

Objectives

1. Reinforce and build upon your software skills
 - a. Keyboarding
 - b. Word Processing
 - c. Desktop Publishing
 - d. E-Mail
 - e. Spreadsheets
 - f. Presentations
 - g. Database
 - h. Web Design
 - i. Graphics
 - j. Multimedia
2. Improve your Internet skills
3. Develop teamwork
4. Learn to use your critical thinking skills in an ever-changing office environment

Instructional Modes

1. Lecture
2. Discussion
3. Internet Research
4. Teamwork

Materials

- Integrated Business Projects, 2nd edition, Olinzock, Arney, & Skean
ISBN: 0-538-72762-4
- A folder or binder for handouts, notes, and papers

Assignments, Test Dates, and Due Dates

Assignments will be given in class. It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder over the course of the semester.

Type your name and assignment number at the top of each page in the right-hand corner. Staple related parts together, and save all papers returned to you.

Example: Joe Smith - Lesson 1

Grades on assignments not submitted by due date will be given a lowered grade (20 points off each class period late.). All assignments, except for the final project, are due the following class. No assignments will be accepted after the last day of class.

Each student is expected to follow the program of assignments, attend all classes, and plan on research and task-oriented work outside of the classroom in order to develop an adequate knowledge of skills and procedures related to the office.

You are responsible for staying informed on all assignments, expectations, and class procedures. I suggest that you several friends in this class and exchange contact information to determine what you missed.

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

All project coursework (including homework) must be kept in a 3-ring binder and submitted to instructor at the end of the course.

Evaluation Procedures

Your final grade will be determined by a combination of homework assignments, two tests, and a final project.

Homework	10%
Tests (2)	40%
Final Project	50%

Final Grade Scale

A	=	94 - 100	C	=	73 - 76			
A-	=	90 - 93	C-	=	70 - 72	W	=	Withdrawal
B+	=	87 - 89	D+	=	67 - 69	I	=	Incomplete
B	=	83 - 86	D	=	63 - 66	P / F	=	Pass / Fail
B-	=	80 - 82	D-	=	60 - 62	AU	=	Audit
C+	=	77 - 79	F	=	00 - 59			

College Withdrawal Policy

A verbal “drop or withdrawal” from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor’s name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar’s Office and Subase site ONLY.

Instructor’s Attendance Policy

Consistent attendance at class meetings is crucial to success in this course. You are expected to attend all classes in order to receive full benefit from instruction, lab work, lectures, discussion, and review of handouts. Attendance tends to have a strong influence on a student’s successful completion of the course.

Gratuitous cutting is strongly discouraged. You are permitted to miss up to six hours (two 3-hour classes) of class time for illness or personal business. A student who must miss more than six hours should formally withdraw from the course through the Registrar’s Office to avoid penalty. Students who miss more than six hours and who do not formally withdraw may receive an “F” for the course. Students having attendance problems should speak with the instructor before taking any action.

Academic Dishonesty

Conduct which as its intent or effect the false representation of a student’s academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College’s policy will be enforced.

Cellular Phones and Beepers

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.

Disabilities and Learning Difference Statement

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

Early Warning Policy

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

Additional Comments

A substantial amount of out-of-class computer work is required for success in this course. If you do not have the needed software at home, computer lab time is available. Hours of room availability are posted at the beginning of each semester.

Login Instructions

With the implementation of MIIS, the new configuration of student logons are as follows:

Username will be their banner id without the @

Password is Mmm&xxxx where Mmm is the first 3 letters of month of birth and the xxxx is the last 4 numbers of the social security number.

Log on to: Must be **STARS**

BOT K219
INTEGRATED OFFICE
TENTATIVE SCHEDULE, FALL 2006

Week	Date	Lessons/Topics
1	August 28	Lesson 1
2	September 4	Lesson 2
3	September 11	Lesson 3
4	September 18	Lesson 4
5	September 25	Lesson 5
6	October 2	Lesson 6
7	October 9	NO CLASS
8	October 16	Test
9	October 23	Lesson 7
10	October 30	Lesson 8 & 9
11	November 6	Lesson 10 & 11
12	November 13	Lesson 12
13	November 20	Extra Assignment Outside of Class (Lesson 13)
14	November 27	Lesson 14
15	December 5	Review & Test
16	December 4	Test & Turn in Final Project