

Integrated Office

Independent Study – Fall 2007

This independent study course will probably require at least ninety hours of your time to complete. Remember a typical three-credit course requires forty-five hours of in-class time as well as a substantial amount of time spent on homework during the fifteen-week semester.

This independent study course also assumes that each student has met the prerequisites for BOT 219 – Integrated Office, which are BOT 137 Word Processing Applications and CSA 105 Introduction to Software Applications. As this is an independent study course, it is imperative that you have met these prerequisites. The skills and knowledge gained from the prerequisite courses are assumed right from the beginning of this course.

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. Researching Information Individually
2. Discussing Concepts and Solutions with Fellow Students via WebCT Vista
3. Using the Internet to Research

Textbook

Integrated Business Projects, 2nd Edition, Olinzock, Arney, & Skean
ISBN: 0-538-72762-4

Assignments and Due Dates

Each student is expected to complete all assignments listed at the end of this document. I have entered the assignments in a table format with a completion column. You may print this table and use it as a check-off sheet to keep track of your progress for your own benefit. Please don't wait until the end of the semester to get all of your assignments done. As you know, the end of the semester has a way of "sneaking up on us."

As this is an independent study course, you are required to determine the best way to complete the assignments on your own. The textbook does not provide you with step-by-step instructions to complete each assignment. As advanced Business Office Technology students you should be able to use the help feature in the Microsoft application software to assist you. The textbook does provide tips and help keywords in the left-hand margins. (This textbook was designed to provide you with very little direction. Remember, once you are working as an administrative professional, you will be given very little direction in completing your work assignments.)

All data files are located in the organizer page entitled "Data Files" on WebCT Vista. When using a data file from WebCT Vista, you should always save your file to disk first and then open it. If you open it first, you will be working in WebCT Vista and not one of the Microsoft software applications.

I have also provided you with two PowerPoint presentations located in the organizer page "PowerPoint Presentations" which may be helpful for you. If you need further direction, you may also research information by using other textbooks, the Internet, or by contacting your fellow students in WebCT Vista via e-mail, the chat feature, or the discussion tool. We will go over those features together. (Remember, when using the chat feature, both students need to be logged on at the same time. You will probably have to make an appointment [date/time] with the other person/persons to use this feature.)

Your assignments must be submitted to your instructor in a binder on or before December 10. (When submitting an Excel spreadsheet, please provide both views – one that shows the spreadsheet itself and also the view that shows the formulas and calculations that were created in the spreadsheet.)

Your final grade is based upon not only the accuracy and aesthetics of your assignments but also your collaboration with your fellow students requesting help in WebCT Vista. By collaboration, I am referring to your support of your fellow students using WebCT Vista. You may help students by providing them with the information on HOW to complete the work. DO NOT share files with your fellow students. Each student must submit their own work. If I find a student has plagiarized someone else's work, both students will be subject to the College's policy on this topic.

I am requesting that each of you log into WebCT Vista at least once per week and provide assistance to any student requesting help. There are at least three ways you may do this: e-mail, chat, or discussion. My hope is that through this teamwork effort you will obtain the necessary collaboration skills needed in today's workplace environment as an office professional.

As your instructor, I have the capability of tracking and monitoring your activity/time/location in WebCT Vista; but I would also like you to keep a separate log of your time spent collaborating with the other students in the class. Please keep a detailed log including the date, time, and the general topic regarding your collaboration efforts. As you are required to log on at least once per week, you should have at least 15 entries in your log. This log will be submitted as the last page in your binder.

Evaluation Procedure

Assignments 70%

Collaboration 30%

Final Grade Scale

A	=	94	-	100	C	=	73	-	76
A-	=	90	-	93	D+	=	67	-	69
B+	=	87	-	89	D	=	63	-	66
B	=	83	-	86	D-	=	60	-	62
B-	=	80	-	82	F	=	0	-	59
C+	=	77	-	79					

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Independent Study Assignments Fall 2007

Assignment	Completed
Read Introduction	
Project 1	
Task 1 Answer Donation Request Letter (Letterhead on data file)	
Task 2 Prepare Discount Request Letter	
Complete Challenge Pg. 13 – Print	
Job 1-3 Create Petty Cash Table	
Job 1-4 Use Desktop Publishing for Stickers & Notes	
Task 1 Format Labels for Stickers	
Task 2 Design Thank You Notes	
Job 1-7 Prepare Injury Follow-up Form	
Project 2	
Job 2-1 Create Organization Chart	
Job 2-2 Prepare Job Descriptions	
Task 1 Bus Driver Job Description	
Task 3 Reservationist Job Description	
Job 2-3 Create Name Cards	
Job 2-4 Prepare Information Sheet	
Job 2-6 Prepare Guide Information	
Task 1 Guide Application	
Project 3	
Job 3-1 Create List of Food Service Options	
Task 1 Create Meal Packages Brochure	
Task 2 Create Meal Package Form	
Task 3 Complete Meal Form	
Job 3-2 Prepare Agenda and Minutes	
Task 2 Create Agenda for Mr. Newland	
Job 3-4 Generate Employee List and Directory	
Task 1 Create Employee Phone List	
Task 2 Create Directory (Tip: Create Columns before Drop Caps)	
Job 3-5 Create Marketing Materials for WV Scouts	
Task 1 Create Data Source	
Task 2 Prepare Letter for Merge	
Task 3 Create Mailing Labels	

Project 4	
Job 4-1 Prepare Fax Cover Sheet, Stationary, and Notepads	
Task 1 Create a Fax Cover Sheet Template	
Task 2 Create a Letterhead Using Merge	
Task 3 Design a Notepad Using a Watermark and Merge	
Job 4-3 Create Fax and Presentation	
Task 1 Create a Fax Using a Template	
Task 2 Create a Presentation from a Word Outline	
Job 4-4 Create Three-Column Brochure	
Project 5	
Job 5-1 Design Gift Certificates	
Task 1 Create General Gift Certificates	
Task 2 Record Certificates Sales	
Task 3 Create Certificates for WV Scouts	
Job 5-2 Prepare Itineraries	
Job 5-3 Create Newsletter for Print	
Task 1 Prepare Newsletter Page 1	
Task 2 Prepare Newsletter Page 2	
Job 5-4 Produce Online Newsletter	
Project 6	
Job 6-5 Create Presentation Using a Wizard	
Task 1 Create Training Presentation	
Project 7	
Job 7-1 Create Payroll Worksheet for Salaried Employees (Stop at #11 pg. 120)	