

COURSE SYLLABUS

Course Title:	Integrated Office	Date submitted:	May 2019 (AAC: 19-25)	
Department:	Business and Technology			
Curriculum:	Business Office Technology			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101) <table border="1"><tr><td>BOT*219</td></tr></table>	BOT*219	Prerequisites:	
	BOT*219			
	Course Type: <table border="1"><tr><td>L</td></tr></table>	L	C- or better in Computerized Office Applications (BOT*210) or permission of Program Coordinator	
	L			
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type: <table border="1"><tr><td>G</td></tr></table>	G		
	G			
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General			
	Credit Hours: <table border="1"><tr><td>3</td></tr></table>	3	Corequisites:	
	3			
Developmental: (yes/no) <table border="1"><tr><td>No</td></tr></table>	No	None		
No				
Lecture: <table border="1"><tr><td>3</td></tr></table>	3			
3				
Clinical: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Lab: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Studio: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Other: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Contact Hours:	TOTAL: <table border="1"><tr><td>3</td></tr></table>	3	Other Requirements:	
3				
Class Maximum: <table border="1"><tr><td>24</td></tr></table>	24	None		
24				
Semesters Offered: <table border="1"><tr><td>S</td></tr></table>	S			
S				
Catalog Course Description:	This course provides students with "hands-on" experience in database management. Topics include the role of administrative support services; use of various computer software skills, electronic communication, and the internet. Students will utilize an integrated software package (word processing, spreadsheet, database, and presentation graphics) to complete business projects.			
Topical Outline: List course content in outline format.	1. Relational Database Management System <ol style="list-style-type: none"> Working with Table Data Modifying Table Structure and Design Working with Related Topics Working with Forms Filtering and Querying Records Creating and Enhancing Reports 2. Electronic Communication <ol style="list-style-type: none"> Electronic Calendaring Email 			

	<ul style="list-style-type: none"> c. Facsimile 3. The Internet 4. Integrating Office Simulation
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following:</p> <p>COURSE:</p> <ul style="list-style-type: none"> 1. understand and apply computer software skills at a professional level to all assignments 2. understand and apply database management application and the internet 3. understand and apply the technical manipulation and integration of information 4. apply soft skills and the integration of them with technical skills throughout the course <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><u>Business Office Technology A.S.; Business Office Technology: Medical Option</u></p> <ul style="list-style-type: none"> 5. demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ul style="list-style-type: none"> 7. Quantitative Reasoning -Students will learn to recognize, understand, and use the quantitative elements they encounter in various aspects of their lives. Students will develop a habit of mind that uses quantitative skills to solve problems and make informed decisions. <p>Demonstrates: Interprets numerical information and applies sufficient laws of logic and mathematics to solve problems using numbers, symbols, graphs and/or descriptions.</p> <p>Does Not Demonstrate: Misinterprets numerical information or insufficiently applies laws of logic and mathematics to solve problems using numbers, symbols, graphs and/or descriptions.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <p>Student performance will be measured by instructor prepared production tests and proficiency tests to measure database terms and definitions. In addition, all integrated business projects will be measured using mailable quality standards. Application and concept tests, simulations, and the integration of soft skills with technical skills in advanced projects will also be measured.</p>
<p>Instructional Resources:</p> <p>List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: Computer lab</p> <p>Desired: None</p>
<p>Textbook(s)</p>	<p>Refer to current academic year printout.</p>