MIDSTATE COLLEGE
411 W. NORTHMOOR RD.   PEORIA, IL 61614
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Winter 2018

Course number & Name: AP 208 Integrated Office Project
Credit hours: 4 quarter hours   **Method of Delivery:** Arranged/Online

Course Description: Students will coordinate the day-to-day operation of a small business in a hypothetical work experience. Students will use application skills mastered in word processing, spreadsheet, and database courses to "manage" the work environment in a cost-effective and productive manner. This learning experience involves total hands-on experience of commercial applications' software packages.

Prerequisite: Consent of Program Director

Text(s) & Manual(s): Integrated Business Projects, 3e
Author(s): Olinzock, Arney and Skean
Publisher: Cengage

Materials needed for this course:
Additional Supplies:
Hardware/Software and Equipment: Microsoft Office 2016
(Need access to a scanner and digital camera. Available on-campus if needed)

Topics:
- Software applications integration
- Document storage, management, and security
- Creating and researching travel itinerary information
- Time management
- Calendaring and scheduling
- Records retention and filing
- Role of Administrative Assistant
- Desktop Publishing guidelines

Learning Objectives: Upon completion of this course, the student will be able to:

1. Correctly identify and indicate the use of software packages required for effective small business management.
2. Describe effective ways to utilize time management techniques using email management software.
3. Demonstrate the ability to capture graphic images through a variety of mediums.
4. State how and where to make economical travel arrangements using the internet.
5. Utilize office application integration in a proficient manner for more effective office management.
6. Define terms associated with file management and security.
7. Demonstrate the ability to complete business-to-business research using the internet.

Midstate Grading scale:

90 - 100	A	60 -	69	D
80 - 89	B	0 -	59	F
70 - 79	C			

Midstate Plagiarism Policy:
Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success: The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

Instructor Information: Name: Jami Thompson
Email: jethompson@midstate.edu
Phone: (309) 692-4092
Office Hours: By Arrangement

Policies and Procedures:
1) **All homework** is to be turned in with your name, date, and the name of the assignment in upper left-hand corner of the first page. 70% is the highest score that late or make up work can earn. No makeup work is accepted during finals week.

Attendance/Participation: According to the eLearning Student Guide, "Attendance and participation have proven to be key factors in academic success. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work. For students who attend the Tuesday night classroom time, they will be counted attending for being present in class.

Flex Learning:
Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.
• On-campus = If a student attends an on-campus course, he or she will be counted as present.
• eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Grades: It is the students' responsibility to keep copies of all electronic assignments turned in for a letter grade for use in the personal portfolio and until a final grade has been earned. If a document has not been submitted or submitted in a format other than what is required, the student will not receive credit.

Methods of evaluating student performance:
❖ Homework assignments and comprehensive project will be given to apply the concepts learned from lecture in a hands-on way.

Instructor's Grading Scale:
Participation	15%
Integrated Office assignments	35%
Projects (project & paper)	50%

Class Schedule

Week 1

Objectives:
5. Utilize office application integration in a proficient manner for more effective office management.

Assignments:
◻ Review syllabus.
◻ Read Introduction to Star River Resort at beginning of textbook. Your first assignment from this book will be during Week 3.
◻ Download data files located on the companion website at: www.cengage.com/school/keyboarding/ibp.
◻ Think of a company/business that you own and of which you would be the business manager. Your first assignment for this project will be next week.
◻ Complete library review assignment.

Week 2

Objectives:
5. Utilize office application integration in a proficient manner for more effective office management.
7. Demonstrate the ability to complete business-to-business research using the internet.

Assignments:
- ❑ Write a short 200 word essay (use MLA style with a reference page) using the following information:

  Select a small business for the "Your Company" project. Locate three competitive companies. Research the three competitors and determine why customers purchase their products and services. Is it based on the company's mission, environmental awareness and sensitivity, quality or cost of their products or services, etc.? Tell why you selected this industry, why you selected the company's name, and list reasons why customers should do business with your company instead of the competitors.
- ❑ Create a company logo for *your company* and explain why you chose it.

Week 3

Objectives:

5. Utilize office application integration in a proficient manner for more effective office management.
7. Demonstrate the ability to complete business-to-business research using the internet.

Assignments:
- ❑ Create a tri-fold tell-all brochure for *your company*.
- ❑ Complete first integrated business project assignment.

Week 4

Objectives:

5. Utilize office application integration in a proficient manner for more effective office management.

Assignments:
- ❑ Utilizing your new company logo, create letterhead, business envelopes, and business cards for *your company*.
- ❑ Create Desktop Publishing Guidelines for *your company*.
- ❑ Complete the second integrated business project assignment.

Week 5

Objectives:

5. Utilize office application integration in a proficient manner for more effective office management.
1. Correctly identify and indicate the use of software packages required for effective small business management

Assignments:
- ❑ Utilizing *your new company* logo create a cover page for *your company* project guidebook.
- ❑ Write a guideline for *your company's* guidebook outlining what operating system and applications software would be required to run *your company*. Guideline should

include the following: names, purchase options (CD, download, etc.), purpose, criteria used to make selections, and license and training costs.
- ❏ Complete the third integrated business project assignment.

Week 6

Objectives:
    5. Utilize office application integration in a proficient manner for more effective office management.
    4. State how and where to make economical travel arrangements using the internet

Assignments:
- ❏ Create a travel Itinerary template for *your company* and a guideline on how to complete travel arrangements for *your company*.
- ❏ Complete the fourth integrated business project assignment.

Week 7

Objectives:
    5. Utilize office application integration in a proficient manner for more effective office management.
    3. Demonstrate the ability to capture graphic images through a variety of mediums.

Assignments:
- ❏ Scan a picture using a scanner and take a photograph using a digital camera. Save the pictures utilizing different file formats following the special instructions from your instructor.
- ❏ Complete the fifth integrated business project assignment.

Week 8

Objectives:
    5. Utilize office application integration in a proficient manner for more effective office management.
    6. Define terms associated with file management and security

Assignments:
- ❏ Create a File Management Plan for *your company's guidebook*. Be sure to include directions for managing, naming, and storing both files and folders. Include print screen of file hierarchy and written description.
- ❏ Complete the sixth integrated business project assignment.
- ❏ Review guidelines for Research Paper.

Week 9

Objectives:
    5. Utilize office application integration in a proficient manner for more effective office management.
    2. Describe effective ways to utilize time management techniques using email management software.

Assignments:
- ☐ Create a Time Management Plan using Microsoft Outlook for *your company's* guidebook. Include screen shots and description.
- ☐ Complete the seventh integrated business project assignment.

Week 10

Objectives:

5. Utilize office application integration in a proficient manner for more effective office management.

Assignments:
- ☐ Complete the eighth integrated business project assignments.
- ☐ Research paper due next week!

Week 11

Objectives:

5. Utilize office application integration in a proficient manner for more effective office management.

Assignments:
- ☐ Complete the ninth integrated office exercise.
- ☐ Complete any outstanding assignments.
- ☐ Discuss submission of *your company* guidebook project.
- ☐ Submit Research Paper

Week 12

Objectives:

5. Utilize office application integration in a proficient manner for more effective office management.

Assignments:
- ☐ Submit *your company* guidebook project.