**CTCT 4200/4203**

**Managing Office Systems**

*Spring 2011*

Business Education

College of Education

Dr. Christal C. Pritchett

334-844-3832

ckp0007@auburn.edu

Office Hours:

T and R 11:00 – 2:00

Wallace 216



**Syllabus   
CTCT 4200/4203 – Managing Office Systems**

|  |  |
| --- | --- |
| **Instructor:**  **E-mail:**  **Credit Hours:**  **Prerequisite:**  **Office Hours:**  **Phone:** | Dr. Christal C. Pritchett  ckp0007@auburn.edu  Semester Hours 3  CTCT 3250 or departmental approval  T and R 11:00 a.m. – 2:00 p.m.  (334) 844-3832 |

**SYLLABUS PREPARED: Spring 2011**

**TEXTS, RESOURCES and SUPPLIES:**

Weygandt, Kimmel, & Kieso (2009). *Accounting principles.* Wiley Publishing. 9th edition. Volume 1 Chapters 1-12. ISBN: 978-0-470-31755-6

Weygandt, Kimmel, & Kieso (2009). *Accounting principles: Working papers.* Wiley Publishing. (9th edition 1 Chapters 1-7. ISBN: 978-0-470-38668-2.

Oliverio, Pasewark, & White (2007). T*he Office: Procedures and Technology (5th edition).*  Cincinnati, OH: South -Western Educational Publishing. ISBN: 0-538-44354-5

Flash Drive

3-ring Notebook - Dividers

This course will require the use of Blackboard. Go to [www.auburn.edu](http://www.auburn.edu) ---Students---Blackboard. Log in with your user name and password.

**COURSE DESRIPTION:**

Capstone course with emphasis on integration of information processing procedures, administrative support, and management functions.

**COURSE OBJECTIVES:**

Upon completion of this course, students will be able to:

1. Apply formal and informal communication skills and techniques used in the corporate culture. Examples: listening, nonverbal communications, oral communication skills, business document composition and production, telephone skills and etiquette, electronic communication skills and etiquette, presentation development and delivery (290-3-3-.25-1.b.4)
2. Utilize concepts pertaining to human resource management, interpersonal skills, and career development. (290-3-3-.25-1.b.5)
3. Utilize presentation, graphics, and telecommunications in business situations. (290-3-3-.25-1.b.9)
4. Apply competencies related to the management of office systems:

|  |  |
| --- | --- |
| **Technical** | Using computers to support decision-making and problem-solving tasks |
| **Communications** | Expressing ideas clearly to be understood in both written and oral communications |
| **Interpersonal** | Working well with other people |
| **Goal Setting** | Setting realistic work goals |
| **Time Management** | Organizing time so that desired goals can be achieved |
| **Prioritizing** | Setting, following, and adjusting priorities |
| **Motivation** | Motivating oneself and others to accomplish desired goals |
| **Decision Making** | Thinking clearly and selecting the best course of action from several alternatives |
| **Problem Solving** | Identifying real problems and developing workable solutions using references and knowledge of procedures |

1. Complete a comprehensive project utilizing word processing, database, spreadsheet, and presentation. (290-3-3-.25-1.b.9)
2. Demonstrate an understanding of spreadsheets and computerized accounting software, including concepts, operations, procedures, and systems (290-3-3-.25.1.a.4)
3. Demonstrate knowledge of accounting principles and personal and business finance. (290-3-3-.25.1.a.4)
4. Utilize manual and computerized accounting systems to record business transactions and prepare financial solutions in different business environments. (290-3-3-.25.1.a.4 and 1.b.6)
5. Demonstrate techniques for managing business costs and developing financial strategies vital to business success. (290-3-3-.25.1.b.8)

**COURSE OUTLINE:**

See “Learning Modules” in Blackboard

|  |  |  |
| --- | --- | --- |
| Week | Topic | Assignments |
| Week 1  1/10/2011 | Introduction/Pre-Test  Chapter 1 – Accounting in Action | P1-1A  P1-2A  BYP1-2 |
| Week 2  1/17/2011 | Chapter 2 – The Recording Process | P2-2A  P2-3A  P2-5A  BYP2-2 |
| Week 3  1/24/2011 | Chapter 3 – Adjusting the Accounts | P3-2A  P3-4A  P3-5A  BYP3-2 |
| Week 4  1/31/2011 | Chapter 4 -Completing the Accounting Cycle | P4-2A  P4-4A  P4-5A  P4-6A  Comprehensive Problem Pg 192 |
| Week 5  2/7/2011 | Exam 1 – 2/9  Chapter 5 – Accounting for Merchandising Operations | P5-2A  P5-4A  BYP5-2 |
| Week 6  2/14/2011 | Chapter 6 – Inventories  Chapter 7 – Accounting Information Systems | P6-1A  P6-5A  BYP6-2  Comprehensive Problem Pg 339  BYP7-1(Mini Practice set) |
| Week 7  2/21/2011 | Exam 2 – 2/25 |  |
| Week 8  2/28/2011 | Chapter 8 - Fraud, Internal Control , and Cash  Chapter 9 – Accounting for Receivables | P8-2A  P8-5A  P8-6A  P9-6A  P9-7A |
| Week 9  3/7/2011 | Chapter 10 – Plant Assets, Natural Resources, and Intangible Assets | P10-2A  P10-4A  Comprehensive Problem Pg 479 |
| SPRING BREAK | 3/14 – 3/18 |  |
| Week 11  3/21/2011 | Chapter 11 – Current Liabilities and Payroll Accounting  Exam 3 – 3/25 | P11-3A  P11-4A |
| Week 12  3/28/2011 | Introduce Comprehensive Simulation  The Office Chapter Lesson Presentation 1 and 2 | -Each student will select a chapter from The Office Textbook to develop and present a lesson on.  -Continue to work on database and Comprehensive Simulation |
| Week 13  4/4/2011 | The Office Chapter Lesson Presentation 3 and 4  The Office Chapter Lesson Presentation 5 and 6 |  |
| Week 14  4/11/2011 | The Office Chapter Lesson Presentation 7 and 8  The Office Chapter Lesson Presentation 9 and 10 |  |
| Week 15  4/18/2011 | The Office Chapter Lesson Presentation 11 and 12  The Office Chapter Lesson Presentation 13 and 14 |  |
| Week 16  4/28/2011 | FINAL EXAM/FINAL PROJECT /Portfolio Due |  |

Schedule may be changed as determined by the instructor.

Tips for Assignments:

1. When submitting the files to Blackboard, please be sure to label all assignments with your name, the chapter number, assignment name, and page number. If I cannot easily and readily identify the assignment, no credit will be earned by the student for the submission. (i.e. pritchett\_chapter1\_topic1\_1\_pg13)

2. Save all files on a flash drive.

**COURSE REQUIREMENTS:**

1. On-campus students are to **attend** **ALL** classes. All students will participate in class discussions. Active and substantive participation is expected. Assignments are made to provide students with the background needed to participate actively in class discussion.
2. Read and study assigned materials.
3. Take examinations and maintain a passing average on the general examinations and on announced or unannounced quizzes (covering textbook assignments and class discussion).
4. Develop a database to maintain a record of websites relating to each chapter in *The Office.* You must have4 websites for each chapter for a total of 56. Use your favorite search engine to identify appropriate websites or articles. You may want to use [http://www.findarticles.com/](http://webct.auburn.edu:8900/../../../redirect%3fhttp:/www.findarticles.com/), [http://www.chicagotribune.com/](http://webct.auburn.edu:8900/../../../redirect%3fhttp:/www.chicagotribune.com/) or other newspapers to find articles. You may also use Google or Google Scholar. Include the following fields in your database:

|  |  |
| --- | --- |
| FIELD | DESCRIPTION |
| Title | Title of the article or webpage |
| Subject | Subject of the reference |
| Author | Author Name |
| Publication | Name of magazine, newspaper, or website |
| Date | Date of Publication or the date you accessed online |
| Web Address | Internet address |
| Notes | A place to record your brief notes about the resource |

Design a form to enter data.

Print a report showing all resources in alphabetical order.

1. Complete computerized accounting simulation.
2. Complete and turn in assignments at the assigned time. **This is a very fast-paced course. It is highly recommended that you stay on schedule with assignments.** Late assignments will be reduced 10% per day. All weekly assignments are due by midnight each Sunday. **On-campus students** will submit hard copies of all assignments on Tuesday of each week as well as submitting assignments through Blackboard by midnight on Sunday. All projects will be evaluated on accuracy, completeness, professional appearance, and ability to follow directions. If assignments are not your own individual work, you will receive a “0” for the assignment.
3. Complete a course notebook. Portfolio will be evaluated on established criteria covering organization, presentation, and substantive nature of content included by the learner. Portfolio should include: Creative Cover, Table of Contents, Projects (in date order), Notebooks should be: turned in on time, neat, complete, have clearly labeled dividers. Students must use a presentation type binder in which a cover page can be inserted on the front.
4. Complete and present PowerPoint teaching presentations for various topics in Office Procedures. See rubric.
5. Complete a capstone project using Word, Excel, Access, and PowerPoint.

GRADING:

|  |  |  |
| --- | --- | --- |
| **ITEM** | **Points** | **Due Date** |
| Exams (3 @ 100 points each) | 300 | As Announced |
| Weekly Projects (10 pts each week) | 100 | Weekly – By Sunday midnight. Upload to Blackboard – On-campus students to submit hard copy of assignments on Tuesday. |
| Database | 100 | Due April 28 |
| Teaching Presentation | 200 | As Scheduled |
| Capstone Integrated Project | 200 | Due April 28 |
| Notebook | 50 | Due April 28 |
| Accounting Simulation (4 Comprehensive Projects 50 pts each) | 200 | As Announced |
| **Total** | **1200** |  |

The following grading scale will be used:

90% - 100 % = A

80% - 89.9% = B

70% - 79.9% = C

60% - 69.9% = D

Below 60% = F

Total points may be adjusted if additional assignments are needed or assignments are deleted.

**NOTE TO DISTANCE LEARNING STUDENTS:**

Distance learning students will be responsible for locating a qualified proctor and completing all proctor forms BY THE FIRST WEEK OF CLASS. The following descriptions of a proctor are provided by the University:

 “Students in distance education courses shall take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a School Superintendent, a Principal of a high school, or a Dean or Department Head of a College. Proctors shall be verified. The proctor will manage the examination in a secure manner, requiring students to present a picture ID.”

There are two Proctor Forms that must be received by the first week of school. Proctors will be verified. Proctor Forms can be found on Blackboard’s class page. You must scan/email the completed forms to **Miki Parker (torremm@auburn.edu)**. Miki will then be in contact with you regarding proper proctor procedures.

**If I do not receive your proctor forms as instructed above, you will NOT receive credit for the exam. No excuses will be accepted!**

**You will need to ship your class portfolio to me at the following address:**

Dr. Christal C. Pritchett

108 Wallace Building

Auburn University, AL 36849

**Be sure to ship it so that it will reach me prior to noon on April 28, 2011.**

Please email **Marissa Kane, GTA (kanemar@auburn.edu)** with any **technical questions** related to this course.

**Course Policy Statements:**

1. Students are expected to participate in all classroom exercises

B. Make-up quizzes and exams will be given only for University-approved excuses (as outlined in the Tiger Cub). Arrangements to take the make-up quizzes or exams must be made in advance. Students who miss a quiz or an exam because of illness need a doctor's statement for verification of sickness and should clear the absence with the instructor the day they return to class.

C. Auburn University is committed to providing accommodations and services to students with disabilities. Students who need special accommodations should refer to [www.auburn.edu/disability](http://www.auburn.edu/disability) and contact:

The Program for Students with Disabilities  
1244 Haley Center  
Auburn University, AL  36849  
334-844-2096 PH  
334-844-2099 FAX  
haynemd@auburn.edu

D. All portions of the Auburn University Honesty Code found in the Tiger Cub (Title XII) will apply in this class.

1. Students in distance education courses shall take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a School Superintendent, a Principal of a high school, or a Dean or Department Head of a College. Proctors shall be verified and exams shall be sent directly to the proctor who will manage the examination in a secure manner, requiring students to present a picture ID.
2. Professional commitments and dispositions are listed below:  
   - Engage in responsible and ethical professional practices  
   - Contribute to collaborative learning communities  
   - Demonstrate a commitment to diversity  
   - Model and nurture intellectual vitality
3. The instructor reserves the right to make changes to the syllabus, class requirements, and schedule.
4. Incompletes are not given except in extenuating and documented circumstances. This is determined by the instructor.

LESSON PRESENTATION GUIDELINES

The Office: Procedures and Technology

|  |  |  |
| --- | --- | --- |
| CHAPTER | Lesson Presenter | Date |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |

Chapters were assigned to the following students because a chapter had not been selected:

1. See rubric below for how presentation will be graded.
2. You are creating a lesson plan/presentation for your chapter.
3. Please include a minimum of 4 outside resources. i.e. Internet sites (This will assist you in completing the databases of resources required as stated on the syllabus “Course Requirements #4.” Instead of each student having to find 4 resources for each chapter, you are sharing with each other. You will need to locate your own resources for the chapters not covered.).
4. On campus students will present their lesson on the assigned date. Distance learning students should have their presentation posted to Blackboard by the morning of the assigned date. These will be viewed in class that starts at 8:00 a.m. Distance learning students need to use either voice narration in the PowerPoint or submit a video of your presentation. You can add narration to PowerPoint 2007 under the “Slide Show” tab. You can also use Camtasia at <http://www.techsmith.com/camtasia.asp>. There is a 30 day free trial.
5. Be sure to post your PowerPoint presentation, handouts, assessments, etc.
6. Have Fun!!

Chapter/Topic Teaching Presentation

Objective: Students will select a chapter from *The Office* to teach. There will be a sign up sheet and chapters will be assigned on a first come basis. Only one student may present a chapter. The following rubric will be used to evaluate your teaching presentation:

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Topic/Chapter Presentation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| 1. **Interactive PowerPoint (Covered Topic) – included Learning Objectives** |  |  |  |  |  |
| 1. **Creativity** |  |  |  |  |  |
| 1. **Action Buttons included** |  |  |  |  |  |
| 1. **Interactive Quiz (minimum of 10 questions)** |  |  |  |  |  |
| 1. **Animation** |  |  |  |  |  |
| 1. **Graphics** |  |  |  |  |  |
| 1. **Slide Transitions** |  |  |  |  |  |
| 1. **Posted to Blackboard** |  |  |  |  |  |
| 1. **Presentation to class – knowledgeable of subject, delivery of material, etc.** |  |  |  |  |  |
| 1. **Student Assessment** |  |  |  |  |  |
| **TOTAL:** |  |  |  |  |  |

**Welcome Letter – CTCT 4200/4203**

**Dr. Christal C. Pritchett**

ckp0007[@auburn.edu](mailto:skinnal@auburn.edu)

I am looking forward to working with each one of you in CTCT 4200/4203. I hope you will discover some new ideas and concepts that will be beneficial to you now and in the future. Please feel free to e-mail me with any comments, questions, or concerns.

This course has been designed to be a project-based exploratory learning experience. Please follow the following procedures:

1) Be sure to get your textbooks as soon as possible. It is going to be very important for you to get to work quickly and to stay on schedule**. Incompletes will not be given in this course except under extreme documented circumstances.**

2) Your first assignment is to go to the discussion board in Blackboard under “Learning Modules” and introduce yourself. See my posting in the Discussion Board for instructions.

3) Course assignments and due dates for the first part of the semester are outlined in the syllabus. The remainder of the assignments will be posted at a later date. This is a very fast paced course; therefore, it is extremely important that you stay on schedule. Assignments should be submitted through Blackboard by the assignment deadline. Assignments submitted after the due date will be reduced by 10% for each day they are late being submitted. After 10 days, no credit will be given for late assignments. **Please note the cutoff date for each assignment.**

4) Blackboard can be accessed at https://blackboard.auburn.edu. For some of the assignments, you will need to do a “shift” “prt scr” to copy the graphic and open Word to paste the graphic (See your syllabus for more information). You will then need to save the assignment in Word before uploading. When uploading assignments, be sure to upload and then submit. Please email **Marissa Kane, GTA (kanemar@auburn.edu)** with any **technical questions** related to this course.

5) You will also need to create a hard copy portfolio of the assignments to be turned in no later than noon on April 28, 2011**.** This portfolio should be in a 3-ring binder and be very well organized with dividers. See syllabus for more information.

6) I will also set up a general discussion board for you to post any questions that you feel the answer would benefit all students. Please feel free to discuss any frustrations or feelings you may be having during the course on this discussion board as well.

7) Make sure that the assignments you submit are your own original work. Plagiarism of written materials or another student’s work will result in a grade of zero for everyone involved. The material you learn and organize in this course will be very beneficial for you as a future educator. Therefore, it is very important that YOU analyze, organize, and digest the information on your own.

8) During the first half of the semester, we will be learning about computerized accounting software. Your textbook should contain the necessary software for this part of the course so you will be able to work on assignments from your home computer.

9) Distance students need to send the proctor form in by January 17, 2011 to **Miki Parker (torremm@auburn.edu)**.

HAVE FUN!!!