

# CTCT 4200/4203

## Managing Office Systems

*Spring 2012*

Business Education  
College of Education

**Dr. Christal C. Pritchett**  
334-844-3832  
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Wallace 216

### Office Hours:

T and R 10:00 – 11:00  
T and R 12:15 – 2:00

## COLLEGE OF EDUCATION



### *Competent*

equipped with the knowledge, skills  
and technological expertise to help  
all individuals learn and develop

### *Committed*

dedicated to the ethical practices and collaboration  
that serve as the foundation of a diverse  
and intellectually vibrant society

### *Reflective*

devoted to analyzing their own past practices  
in ways that fuel ongoing learning  
and improve future practices

*A Keystone in Building a Better Future for All*



**AUBURN**  
UNIVERSITY

Auburn University is an equal opportunity educational institution.

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

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**Instructor:** Dr. Christal C. Pritchett  
**E-mail:** ckp0007@auburn.edu  
**Credit Hours:** Semester Hours 3  
**Prerequisite:** CTCT 3250 or departmental approval  
**Office Hours:** T and R 10:00 a.m. – 2:00 p.m.  
**Phone:** (334) 844-3832

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**SYLLABUS PREPARED: Spring 2012**

**TEXTS, RESOURCES and SUPPLIES:**

The AU Bookstore has the combo package of the custom text and the activity manual.

These are **REQUIRED** for **all** students in this course.

Educational Accounting with Activity Manual Combo for Auburn University  
ISBN: 1-1199-4774-X (Publisher: Wiley)

Peachtree software is **REQUIRED** for distance students; on-campus students will have access to the software in Wallace 118.

Peachtree Accounting Workbook to accompany Accounting Principles, Tenth Edition

ISBN: 978-1-118-15081-8 (1-118-15081-3)

Pub date: 30 DEC 2011 © 2012

Flash Drive

3-ring Notebook with Dividers

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

**COURSE DESCRIPTION:**

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:


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

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

## COURSE OUTLINE (Tentative):

All assignments are due by 11:30 PM on Sunday of the assigned week unless otherwise noted. Print quiz/test results, scan, and attach in Canvas. Also, scan worksheets and working papers and attach in Canvas.

Week	Topic	Assignments
<b>Week 1</b> 1/10/2012 Due 1/15/2012	Introduction PERSONAL FINANCE ( <a href="http://bcs.wiley.com/he-bcs/Books?action=index&amp;itemId=0470111232&amp;bcsId=3718">http://bcs.wiley.com/he-bcs/Books?action=index&amp;itemId=0470111232&amp;bcsId=3718</a> ) Chapter 1 – Personal Financial Planning in Action	Worksheet 1, 3 (Activity Manual) Ch. 1 Post-Test (Online)
<b>Week 2</b> 1/17/2012 Due 1/22/2012	Chapter 2 – Money Management Strategies and Skills (Pg. 22) Chapter 3 – Managing Your Taxes (Pg. 42)	Worksheet 6, 7, 8, 9 (AM) Ch. 2 Post-Test (Online) Worksheet 18, 19 (AM) Ch. 3 Post-Test (Online)
<b>Week 3</b> 1/24/2012 Due 1/29/2012	Chapter 4 – Managing Your Cash & Savings (Pg. 75) Comprehensive Case (Ch. 1-4): Lifelong Planning Case-Part 1: Meet Michael and Tori Garcia (Pages 133-134)	Worksheet 10, 11, 12, 14 (AM) Ch. 4 Post-Test (Online) <b>Case 1</b> (Pages 133-134) Loaded in Canvas
<b>Week 4</b> 1/31/2012 Due 2/5/2012	Chapter 5 – Consumer Credit (Pg. 106) Chapter 6 – Using Consumer Loans (Pg. 134)	Worksheet 20, 21, 22, 26 (AM) Ch. 5 Post-Test (Online) Worksheet 23, 24, 25, 27, 28 (AM) Ch. 6 Post-Test (Online)
<b>Week 5</b> 2/7/2012 Due 2/12/2012	Chapter 7 – Making Automobile & Housing Decisions (Pg. 158) Chapter 8 – Insuring Your Home & Automobile (Pg. 190)	Worksheet 29, 30, 31, 32, 33 (AM) Ch. 7 Post-Test (Online) Worksheet 34, 35, 36, 37 (AM) Ch. 8 Post-Test (Online)
<b>Week 6</b> 2/14/2012 Due 2/19/2012	Chapter 9 – Health & Disability Insurance (Pg. 218) Chapter 10 – Financial Planning with Life Insurance (Pg. 247)	Worksheet 39, 40, 41 (AM) Ch. 9 Post-Test (Online) Worksheet 38, 42 (AM) Ch. 10 Post-Test (Online)
<b>Week 7</b> 2/21/2012 Due 2/26/2012	Comprehensive Case (Ch. 5-10): Lifelong Planning Case-Part 2: Michael and Tori Garcia Plan for a Growing Family (Pages 340-341)	<b>Case 2</b> (Pages 340-341) Loaded in Canvas
<b>Week 8</b> 2/28/2012 Due 3/4/2012	ACCOUNTING PRINCIPLES ( <a href="http://bcs.wiley.com/he-bcs/Books?action=index&amp;itemId=0470534796&amp;bcsId=6191">http://bcs.wiley.com/he-bcs/Books?action=index&amp;itemId=0470534796&amp;bcsId=6191</a> ) Chapter 1 – Accounting in Action (Pg. 2) Chapter 2 – The Recording Process (Pg. 50)	BE1-4; BE1-10; E1-12; P1-1A Ch. 1 Online Quiz BE2-1; BE2-6; BE2-7; E2-14; P2-2A Ch. 2 Online Quiz
<b>Week 9</b> 3/6/2012 Due 3/11/2012	Chapter 3 – Adjusting the Accounts (Pg. 98) Chapter 4 – Completing the Accounting Cycle (Pg. 152)	E3-5; P3-2A Ch. 3 Online Quiz BE4-1; BE4-4; BE4-9; E4-1; P4-2A Ch. 4 Online Quiz
<b>SPRING BREAK</b>	3/12 – 3/16	

<b>Week 10</b> 3/20/2012 Due 3/25/2012	Chapter 4 – Completing the Accounting Cycle Comprehensive Problem: Chapters 2 to 4 (Page 200)	<b>CP4</b>
<b>Week 11</b> 3/27/2012 Due 4/1/2012	Chapter 7 – Accounting Information Systems (Pg. 314) Chapter 8 – Fraud, Internal Control, and Cash (Pg. 360)	BE7-2; E7-6; E7-7; P7-6A Ch. 7 Online Quiz BE8-6; BE8-9; E8-8; P8-2A; P8-4A Ch. 8 Online Quiz
<b>Week 12</b> 4/3/2012	Peachtree Accounting Project ( <b>Due by 4/15/2012</b> ) Lab/Project	 <b>Peachtree Accounting Project</b> (Due by 4/17/2012)
<b>Week 13</b> 4/10/2012 Due 4/15/2012	Chapter 11 – Payroll Accounting (Pg. 508) Lab/Project	BE11-7; BE11-8; BE11-9; E11-10; P11-3A; P11-4A Ch. 11 Online Quiz
<b>Week 14</b> 4/17/2012	Lab/Project	<b>Teaching Presentation</b> (Due by 4/22/2012)
<b>Week 15</b> 4/24/2012	Lab/Project Last Class Day	<b>Database</b> (Due by 4/24/2012)
<b>5/1/2012</b>	<b>FINAL PROJECT and PORTFOLIO Due</b>	<b>CAPSTONE PROJECT PORTFOLIO</b> (Due by 5/1/2012)

Schedule may be changed as determined by the instructor.

Tips for Assignments:

1. When submitting the files to Canvas, 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 quizzes and maintain a passing average on the quizzes (covering textbook assignments and class discussion).
4. Develop a database to maintain a record of websites relating to each chapter in *Educational Accounting*. You must have 3 websites for each chapter for a total of 63. Use your favorite search engine to identify appropriate websites or 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.**

Completed database will be uploaded to your webpage.

5. Complete computerized accounting simulation (Peachtree).
6. 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 11:30 PM each 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.
7. 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), all assignments, and Final Capstone Project. Notebooks should be: turned in on time, neat, complete, and have clearly labeled dividers. Students must use a presentation type binder in which a cover page can be inserted on the front.
8. Complete and present PowerPoint teaching presentations for various topics in Accounting Principles. See rubric. Your teaching presentation and PowerPoint will be posted to your webpage.
9. Complete a final capstone project using Word, Excel, Access, and PowerPoint. This project will be posted to your webpage.

### GRADING:

ITEM	Points	Due Date
Quizzes (17)	850	As Scheduled - 17 Chapters (Online)
Weekly Assignments (10)	500	Weekly – By Sunday 11:30 PM. Upload to Canvas.
Comprehensive Cases/Problem (3)	300	As Scheduled
Peachtree Accounting Project	100	Due April 15
Teaching Presentation (PPT)	100	Due April 22
Database of Websites	100	Due April 24
Final Capstone Project (Webpage)	200	Due May 1
Notebook/Portfolio	50	Due May 1
<b>Total</b>	<b>2200</b>	

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:**

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.

**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 May 1, 2012.**

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

#### **Course Policy Statements:**

- A. Students are expected to participate in all classroom exercises
- B. If an exam is missed, a make-up exam will be given only for University-approved excuses as outlined in the University Policies (<https://sites.auburn.edu/admin/universitypolicies/default.aspx>). Arrangement to take the make-up exam must be made in advance. Students who miss 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. Other unavoidable absences from campus must be documented and cleared with the instructor **in advance**.
- C. Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please

contact me by e-mail. If you have not established accommodations through the PSD office, but need accommodations, make an appointment with The Program for Students with Disabilities, 1228 Haley Center, 844-2096 (V/TT).

- D. The University Academic Honesty Code and the University Rules and Regulations pertaining to Cheating will apply to this class (<https://sites.auburn.edu/admin/universitypolicies/default.aspx>).
- E. 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.
- F. 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
- G. The instructor reserves the right to make changes to the syllabus, class requirements, and schedule.
- H. Incompletes are not given except in extenuating and documented circumstances. This is determined by the instructor.

### **Lesson Presentation Guidelines**

1. See rubric below for how presentation will be graded.
2. You are creating a lesson plan/presentation for your topic.
3. Students will video their teaching presentation and will post their presentation to their webpage by the assigned due date.
4. Be sure to also post your PowerPoint presentation, handouts, assessments, etc. to your webpage.

### **Chapter/Topic Teaching Presentation**

Objective: Students will select a topic from Chapters 5, 6, 9, 10, 11 in *Educational Accounting (Accounting Principles)* to teach. There will be a sign up sheet and topics will be assigned on a first come basis. Only one student may present a topic. The following rubric will be used to evaluate your teaching presentation.



## CTCT 4200/4203 TEACHING PRESENTATION

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

Name \_\_\_\_\_

	2	4	6	8	10
<b>1. Interactive PowerPoint (Covered Topic) – included Learning Objectives</b>					
<b>2. Creativity</b>					
<b>3. Action Buttons included</b>					
<b>4. Interactive Quiz (minimum of 10 questions)</b>					
<b>5. Animation</b>					
<b>6. Graphics</b>					
<b>7. Slide Transitions</b>					
<b>8. Posted to Website/Canvas</b>					
<b>9. Presentation to class – knowledgeable of subject, delivery of material, etc.</b>					
<b>10. Student Assessment</b>					
<b>TOTAL:</b>					