

CTCT 4200/4203

Managing Office Systems

Spring 2013

Business Education
College of Education

Dr. Leane Skinner
334-844-3823
skinnal@auburn.edu

Office Hours:

T and R 9:30 – 10:30
and by Appointment

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

Instructor: Dr. Leane Skinner
E-mail: skinnal@auburn.edu
Credit Hours: Semester Hours 3
Prerequisite: CTCT 3250 or departmental approval
Office Hours: T and R 9:30 a.m. – 10:30 a.m. and by Appointment
Phone: (334) 844-3823

SYLLABUS PREPARED: Spring 2012

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

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

Peachtree Software – Free Trial

This course will require the use of Canvas.

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:

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

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:

See “Learning Modules” in Blackboard

Week	Topic	Assignments
Week 1 1/10/2012	Introduction/Pre-Test	Read Chapters 1 and 2
Week 2 1/14/2012	Chapter 1 – Accounting in Action Chapter 2 – The Recording Process	P1-1A P1-2A BYP1-2 P2-2A P2-3A P2-5A 🍊 BYP2-2

Week 3 1/21/2012	Chapter 3 – Adjusting the Accounts	P3-2A 🍊 P3-4A P3-5A 🍊 BYP3-2
Week 4 1/28/2012	Chapter 4 -Completing the Accounting Cycle	P4-2A 🍊 P4-4A P4-5A 🍊 P4-6A Comprehensive Problem Pg 192
Week 5 2/4/2012	Exam 1 – 2/5 Chapter 5 – Accounting for Merchandising Operations	P5-2A 🍊 P5-4A 🍊 BYP5-2
Week 6 2/11/2012	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 2/18/2012	Exam 2 – 2/21/2012	
Week 8 2/25/2012	Chapter 8 - Fraud, Internal Control , and Cash Chapter 9 – Accounting for Receivables	P8-2A 🍊 P8-5A 🍊 P8-6A P9-6A P9-7A
Week 9 3/4/2012	Chapter 10 – Plant Assets, Natural Resources, and Intangible Assets	P10-2A P10-4A Comprehensive Problem Pg 479
3/11-03/15	Spring Break	
Week 11 3/18/2012	Chapter 11 – Current Liabilities and Payroll Accounting Exam 3 – 3/21	P11-3A P11-4A 🍊
Week 12 3/25/2012	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 4/1/2012	The Office Chapter Lesson Presentation 3 and 4 The Office Chapter Lesson Presentation 5 and 6	
Week 14 4/8/2012	The Office Chapter Lesson Presentation 7 and 8 The Office Chapter Lesson Presentation 9 and 10	
Week 15 4/15/2012	The Office Chapter Lesson Presentation 11 and 12 The Office Chapter Lesson Presentation 13 and 14	
Week 16 4/26	FINAL EXAM/FINAL PROJECT /Portfolio Due	

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. skinner_chapter1_topic1_1_pg13)

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 have 4 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://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.

5. Complete computerized accounting simulation.
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 midnight each Monday.** 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), 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.
8. Complete and present PowerPoint teaching presentations for various topics in Office Procedures. See rubric.
9. 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 Monday midnight Upload to Canvas
Database	100	Due April 26
Teaching Presentation	200	As Scheduled
Capstone Integrated Project	200	Due April 26
Notebook/electronic portfolio	50	Due April 26
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 prior to and after closed resource exams. 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.”

Courtney Palerino, GTA, will be contacting you with more information regarding proctors.

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. Leane Skinner
5040 Haley
Auburn University, AL 36849

Be sure to ship it so that it will reach me prior to noon on April 26, 2012.

Course Policy Statements:

Participation: Students are expected to participate in all class discussions and participate in all exercises. It is the student's responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Attendance/Absences: For on campus students, attendance is required at each class meeting. Distance learning students must log on and participate in WebCT weekly. If an exam is missed, a make-up exam will be given only for University-approved excuses as outlined in the Student Policy ebook. 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**.

Unannounced quizzes: There will be no unannounced quizzes.

Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and 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 Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT)."

Honesty Code: See the Student Policy eBook - http://www.auburn.edu/student_info/student_policies/
All policies and guidelines apply to this class.

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College's conceptual framework. These professional commitments or 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

Distance Learning Students: Unless specific instructions have been given for a designated course, 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.

The instructor reserves the right to make changes to the syllabus, class requirements, and schedule.

Incompletes are not given except in extenuating and documented circumstances. This is determined by the instructor.