



BT 2600

Division: Business and Technology

Department: Business Technology

Course: BT 2600

Title: Integrating Office Technology

Catalog Description:

This course is a capstone, integrated course that presents students with the opportunity to prepare documents and complete tasks like those required in today's high performance, technologically advanced office.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 2; Lecture: 2; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Prerequisites: BT 1420, BT 2400, BT 2420, BT 2450, BT 2500

Justification:

This course is designed to meet specific applied technology requirements for the Associate of Applied Science degree as an Administrative Assistant.

Several institutions, including Utah State University and Utah Valley State College, include a simulation and/or capstone course for their AAS majors.

The addition of this course into the Business Technology curriculum was advised and is supported by the Business Technology Advisory Committee members.

Student Learning Outcomes:

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

- Work individually or collaboratively in completing assigned tasks.
- Use electronic mail to communicate with class/team members and the instructor.
- Use the Internet and other sources to gather information for correspondence and/or reports.
- Scan and download images/files, and use these materials in the preparation of needed documents
- Use appropriate technology, software applications (spreadsheet, word processing, database, and presentation graphics), data files, guidelines, instructions, and information from other class/team members to prepare documentation and complete assigned tasks.
- Organize and interpret the results of assigned tasks and share information as appropriate with other class/team members.
- Work productively as an individual and as the member of a team to analyze and manipulate raw data,

prepare mailable materials, and determine the appropriate media through which to communicate results.

Content:

Course objectives will be accomplished by

- Completing activities (both team and individual) as assigned which will reinforce the following skills and abilities.
- Taking rough-draft information via e-mail, shared files, annotated sound files, etc., and prepare requested information/documents.
- Analyzing situations and make appropriate decisions.
- Learning to be an effective team member by respecting team members, understanding common goals, meeting deadlines, and openly communicating.
- Learning to take the initiative and complete tasks with few specific instructions given.
- Using word processing, spreadsheet, database, presentation graphics, the Internet, and e-mail to prepare and distribute documents.
- Communicating effectively both written and oral communication.
- Using acceptable document formats for all documents.

General Education Outcomes:

3) Speak effectively in a variety of contexts.

Students will be given opportunities to deliver oral presentations aided by presentation software. Students will receive feedback regarding how to make their presentation more effective.

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students will be required to create reports and presentations based on research they conduct. They will then be expected to effectively deliver their own presentation, educating other students about their findings.

Students will use database software to retrieve specific information by defining criteria with comparison operators (= , > , <) and logical operators (and, or) that can be used to sort, evaluate, interpret, and deliver business information.

Students will read and evaluate information and apply appropriate procedures to accomplish the given task. Students will proofread for content and format, making all necessary and appropriate corrections. Documents will be submitted in both electronic and paper form.

6) Apply computational skills to a variety of contexts.

Students will use database tools used in calculations and aggregate functions such as sum, maximum, minimum, count, average, standard deviation, and variance.

Students will use formulas, functions, and/or a combination of formulas and functions to solve business problems using spreadsheet, database, and word processing.

Applied Education Outcomes:

- 1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study. Students will work in a simulated business office environment using current office software to complete various tasks that could be encountered in a business environment.

Key Performance Indicators:

Daily assignments and projects will be evaluated by the instructor, and by team members for group activities/assignments, to determine proficiency and knowledge of office skills and knowledge of the software used in class: 70 percent of the final grade.

Student attendance and participation (individual and team): 30 percent of the final grade.

Percentages are approximate.

Representative Text and/or Supplies:

Geiger, Witherow, and Caton, *At Work in the Office*, current edition or equivalent, Glencoe/McGraw-Hill.

Optimum Class Size: 18

Maximum Class Size: 19

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)