OFT 202.SL1 - Office Simulations

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E-mail: Click on the Communicate tab and then select Send Course Mail

REQUIRED MATERIALS:

- Jump/Flash Drive
- Access to Microsoft Office 2007

DESCRIPTION:
This course covers office simulations and projects that draw from all aspects of Microsoft Office Professional software. Use of email, web-research skills, and knowledge of Excel, Access, and PowerPoint are covered. Simulated companies will serve as the structure for the course taking document processing out of the classroom and into the workplace. Two class hours. Prerequisite: OFT 201. (May be taken concurrently) Two credit hours.

OBJECTIVES:
- To apply the complete Microsoft Office Suite for document creation
- To perform general office functions
- Develop independent working skill
- To use critical-thinking skills to make effective decisions and solve business problems creatively.
- To create ways to increase productivity by utilizing all aspects of the Microsoft Office Suite capabilities.

ACADEMIC HONESTY:
In accordance with MCC policies and regulations, an “F” will be recorded for the test or assignment on which cheating has been ascertained and shall be promptly reported in writing to the OFT Coordinator and the Chair of OCP.

PROJECT GRADING:
Each Job of a Project must be completed and grading using a scale of maximum points of 100. Backup, backup, backup! The Integrated Projects will be graded in their entirety.

CRITICAL THINKING:
A total of one Critical Thinking exercise per Module (7) must be completed.

DISCUSSION:
Discussions on various topics will be used to dialogue within the course. A total of 7 will be used.

EXAMINATIONS:
Exams will be administered immediately upon successful completion of the Integrated Projects. Proofread!!! See the Schedule

FINAL GRADING:

<table>
<thead>
<tr>
<th>Item</th>
<th>% Final Grade</th>
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<tbody>
<tr>
<td>Jobs</td>
<td>15%</td>
</tr>
<tr>
<td>Exams</td>
<td>60%</td>
</tr>
<tr>
<td>Critical Thinking (7)</td>
<td>15%</td>
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<tr>
<td>Discussion (7)</td>
<td>10%</td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>QP</th>
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<tbody>
<tr>
<td>A</td>
<td>92.5+</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90.0-92.4</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87.5-89.9</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>82.5-87.4</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>80.0-82.4</td>
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<tr>
<td>C+</td>
<td>77.5-79.9</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>72.5-77.4</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>70.0-72.4</td>
<td>1.7</td>
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<td>D+</td>
<td>67.5-69.9</td>
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<td>D</td>
<td>62.5-67.4</td>
<td>1.0</td>
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<tr>
<td>D-</td>
<td>60.0-62.4</td>
<td>.7</td>
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<tr>
<td>F</td>
<td>Below 60.0</td>
<td>0</td>
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If you plan to use financial aid credit in the bookstore to purchase your textbook, be advised that bookstore credit accounts close at the end of September, so do not wait to purchase your books.
Not having the book available when needed is not an acceptable reason for requesting an assignment extension.

Students who live too far to come to the campus bookstore to purchase books may order books online from the MCC bookstore, or from any online book seller. Be sure to specify and pay for expedited shipping when ordering! (If your books are shipped media mail, they can take as long as 3 weeks to arrive.) Not having the book available when needed is not an acceptable reason for requesting an assignment extension.

Participation And Assignments
This is a regular college course. I expect the same commitment to time and quality as I do in the classroom. The big difference is that Internet study is student centered rather than teacher centered. This means that you are responsible for your own learning and success. If you are highly motivated, logon and participate daily, and produce high quality work - you will be successful. However, if you logon sporadically, participate minimally, or submit poor work - you will not be successful. **Online higher education is aimed at independent learners.**

Read the assignment instructions carefully and submit only the specified documents. There may be times where you create a file that I do not ask you to submit for grading. You should still complete the entire assignment as it is all part of the learning process.

Any student who does not consistently complete assignments may be withdrawn from the course by the instructor. Should a student decide to withdraw from this course, it is the obligation of the student to officially withdraw themselves. Failure to do so may result in a final grade of "F" for the course. Check the MCC academic calendar for the last date that a student may withdraw with a grade of "W". *Withdrawal from this course, or any course, may have an impact on your financial aid.*

Time Management:
Students are required to complete course work within the stated due dates. It is the responsibility of the student to manage their time appropriately. Waiting until the last few hours before an assignment is due is not recommended. When you do that, you don't leave yourself time to make alternate arrangements in case of computer problems or to ask a question and get a response back if you have a question about an assignment. Remember, “Failure to plan on your part does not constitute an emergency on my part.” Students are welcome to submit their assignments prior to the due date, but **ASSIGNMENTS SUBMITTED AFTER THE DUE DATE WILL RECEIVE A GRADE OF ZERO.**

**Do you have a plan if you have a technical problem?** If your computer crashes, or if your Internet connection fails - these events do not excuse you from your course responsibilities. You can access this online course from any computer that has an Internet connection. I suggest that you make a plan now for events such as these. If you ever have a technical problem connecting to your course, submitting work to your course, or any other course-related issue, call the SLN Student Helpdesk at (800) 875-6269. If the problem is with the SLN system, you will be granted a time extension for submitting assignments affected by the problem. However, if you do not report the problem to SLN, no time extension will be granted.

**SOFTWARE:**
Students are **REQUIRED** to use **Microsoft Office 2007** to complete the assignments and tests. Previous versions of the software are NOT acceptable.
There are features included in the 2007 version that are not available in previous versions. Other presentation applications are also not acceptable. **Using an incorrect version of the software is not an excuse for not completing the assignments correctly or on time.**

Microsoft Office 2007 Professional is available for student use in the Electronic Learning Center on the Brighton campus of MCC. If you plan to complete coursework anywhere other than on campus, check NOW to be certain that you have the correct version (2007) AND the correct edition (Professional) of the software. There are differences between editions - The Basic edition and the Home and Office edition of Microsoft Office 2007 include Word, Excel and PowerPoint, but NOT Access. Only the Professional (and higher) edition of Microsoft Office 2007 includes the Access application. Students may wish to check with their local public library for computer and software availability. Visit [www.theultimatesteal.com](http://www.theultimatesteal.com) to purchase the software at student rate. Contact me if you have questions.

**Academic Honesty**

All assignments must be completed SOLELY by the student submitting the assignment. There are no "partner" or "group" projects in this course.

"In the academic process, it is assumed that intellectual honesty and integrity are basic responsibilities of any student. **Cheating** is defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or examining process. **Plagiarism** is defined as offering the work of someone else as one's own."

For the full text of the MCC Academic Honesty Policy, see the MCC Catalog and Student Handbook.

**Students found to be engaged in any form of academic dishonesty will be given a grade of 0% on the assignment or test and will be reported in writing to the department chairperson and the Vice President for Student Services. Students may also be withdrawn from the course.**

**Learning Centers**

Computers that have Microsoft Office 2007 installed are available for student use in the Electronic Learning Center on the Brighton Campus of Monroe Community College. The main learning center is located on the first floor of building 11.

The Office and Computer Programs Department also maintains a Learning Center in building 9, room 251. It is staffed with students and OCP faculty and is open most days from 9:00AM to 10:00PM. See the posted schedule for exact days.