

NORTHEASTERN TECHNICAL COLLEGE

COURSE OUTLINE

	Effective Date	Review Date
COURSE: PREFIX NO. DATE:		
AOT 267	August 2011	August 2012
CREDITS	CONTACTS	
	CLASS	LAB - TOTAL
TITLE: Integrated Information Processing 3.0	3	0 3

Prerequisite:

AOT 101 with a "C" or better; AOT 105 with a "C" or better; successful completion of AOT 106; or demonstrated knowledge of the keyboard.

Description:

This course emphasizes the application of integrated computer software.



Textbook(s) or Alternative:

Microsoft Office 2010, Benchmark Series. Written by Nita Rutkosky and Audrey Rutkosky Roggenkamp. Published by Paradigm Publishing, Copyright 2011.

Materials (specifying those to be purchased by student):

Students must purchase the textbook.

Students will also need to purchase a USB Flash Drive for saving assignments/files.



Class Management Activities (Attendance, tardies, test, etc.):

See Class/Course Policies, handouts, and calendar of assignments.

Resources (A-V, persons, tools/equipment):

Microcomputers
Reference Manuals
Dictionary

NOTE: These items must remain in the lab at all times.

Course Topical Outline (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topics:

Microsoft Word 2010 Level 1

Unit 1 - Editing and Formatting Documents

Unit 2 - Enhancing and Customizing Documents

Microsoft Excel 2010 Level 1

Unit 1 - Preparing and Formatting Worksheets

Unit 2 - Enhancing the Display of Workbooks

Microsoft Access 2010 Level 1

Unit 1 - Creating Tables and Queries

Unit 2 - Creating Forms and Reports

Microsoft PowerPoint 2010 Level 1

Unit 1 - Editing and Formatting PowerPoint Presentations

Unit 2 - Customizing and Enhancing PowerPoint Presentations

Office 2010 Integrated Project

On the back or as attachments, please include other helpful information, such as syllabus, handouts, evaluation instruments (test, demonstration, check sheets), bibliography for Instruction Division files.

See Class/Course Policies, handouts, and calendar of assignments.

Student Learning Outcomes:

Students will learn to use the features of word processing, spreadsheet, database, and presentation software. They will be provided a working knowledge of Microsoft Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Windows 7. Students will learn to effectively use the applications together by copying and linking information among each application package. Students will also be required to research information on the Internet to complete some of their course assignments.

Instructional Methods to Complete Learning Outcomes:

Students should incorporate their keyboarding skills into this course to complete the requirements for this course. The student will complete the assigned readings and the corresponding lesson assignments as listed on the course calendar. Students will print all the End-of-Chapter Skills Check Assessments, Visual Benchmark Demonstrate Your Proficiency Documents, and Unit Assessments for grading. The Unit Writing Activities, Internet Research, and Job Study exercises aren't required. Students will also do an Integrated Project at the end of the semester for a

grade.

Instructional Methods to Complete Objectives:

Skills check assessments will count as 30% of the final grade for the semester. The Visual Benchmark Demonstrate Your Proficiency documents will count as 20% of the final grade for the semester. Unit assessments will count as 20% of the final grade for the semester. The Integrated Project will count as 30% of the final grade for the semester.

Evaluative Methods to Appraise Objectives:

Grading:

Two points will be taken off for each mistake found on any paper turned in to the instructor.

Final Grade:

The following scale will be used to compute your final grade on the Skills check exercises, Unit exercises, and the Integrated Project activities for the semester.

Skills Check Assessments	30%	93 - 100 = A
Visual Benchmark Documents	20%	85 - 92 = B
Unit Assessments	20%	77 - 84 = C
Integrated Project	30%	70 - 76 = D
		69 or Below = F

Technology Requirements:

All assignments can be done at home or at one of the NETC community campus sites. All exercises must be done using the appropriate software (Office 2010). **No assignments will be accepted that has been done using Office 2007. All assignments must be turned in by the end of the week they're assigned. Any assignment not completed and turned in by the end of the week will not be accepted.**

Absences:

Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student is to leave class early without the permission of the instructor.

Day students will meet for one hour and fifteen minutes two days a week for fifteen weeks. Night students will meet for two hours and fifteen minutes one night a week for fifteen weeks. Day students will be allowed to miss a maximum of **six class meetings.**

Absences continued:

Night students will be allowed to miss a maximum of **three class meetings**. Once a student misses over the maximum hours allowed, he/she will automatically be dropped from class rolls with a grade of "F".

There are no excused absences except those **verified** by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count toward the maximum number of absences allowed.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Course Assignments

Students are to do all practice exercises in each chapter before doing the assessment exercises. Do not print the practice exercises. All skills check assessments, Visual Benchmark documents, unit assessments, and the exercises for the Integrated Project are to be printed for grading.

Week 1

Microsoft Word
Chapters 1 - 2

Week 2

Chapters 3 - 4
Unit 1 Assessments

Week 3

Chapters 5 - 6

Week 4

Chapters 7 - 8
Unit 2 Assessments

Week 5

Microsoft Excel
Chapters 1 - 2

Week 6

Chapters 3 - 4
Unit 1 Assessments

Week 7

Chapters 5 - 6

Week 8

Chapters 7 - 8
Unit 2 Assessments

Week 9

Microsoft Access
Chapters 1 - 2

Week 10

Chapters 3 - 4
Unit 1 Assessments

Week 11

Chapters 5 - 6

Week 12

Chapters 7 - 8
Unit 2 Assessments

Week 13

Microsoft PowerPoint
Chapters 1 - 3

Week 14

Chapter 4
Unit 1 Assessments
Chapter 5

Week 15

Chapters 6 - 8
Unit 2 Assessments

Exam Week

Integrated Project