### COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX NO.</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOT</td>
<td>267</td>
<td>August 2012</td>
<td>August 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
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<tbody>
<tr>
<td>Integrated Information Processing</td>
<td>3</td>
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**PREREQUISITES:** AOT 105 with a grade of “C” or better.

**DESCRIPTION:** This course emphasizes the application of integrated computer software.

**TEXTBOOK(S) OR ALTERNATIVE:** Microsoft Office 2010, Benchmark Series. Written by Nita Rutkosky Roggenkamp. Published by Paradigm Publishing, Copyright 2011.

**MATERIALS (specifying those to be purchased by student):** Students must purchase the textbook and a USB Flash Drive for saving assignments/files.

**COLLATERAL READING:** NONE

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Honesty:**

During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Please refer to the “Student Code Book” on "Academic Dishonesty".

**Classroom Etiquette:**

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

**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. 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 assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted 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.

Student ID:
It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

DISABILITIES STATEMENT:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

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 topic.

TENTATIVE OUTLINE

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

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 exercises, 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 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 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 13
- Microsoft PowerPoint
- Chapter 1 – 3

### WEEK 14
- Chapter 4
- Unit 1 Assessments
- Chapter 5

### WEEK 15
- Chapters 6 – 8
- Unit 2 Assessments

### EXAM WEEK
- Integrated Project

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**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.

**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.
EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Two points will be taken off for each mistake found on any paper turned in to the instructor.

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 Exercises ................... 30%
Visual Benchmark Documents ........... 20%
Unit Assessments ....................... 20%
Integrated Project ....................... 30%

GRADING SCALE:
93 - 100 = A
85 - 92 = B
77 - 84 = C
70 - 76 = D
Below 70 = F