COURSE NUMBER AND TITLE: BE 344 Office Systems Applications, 3 Cr. Hrs.

CLASS MEETING TIME: Online

PREREQUISITES: IS 113 Intro. to Microcomputer Applications

INSTRUCTOR: Dr. Nancy Groneman Hite

OFFICE: Cremer Hall 310

OFFICE HOURS: Office Hrs. Tuesday and Thursday from 9:30-12:30 a.m. and Wednesday 10-12 --- Central Daylight Savings Time

TELEPHONE NUMBER(S): 620-341-5415

REQUIRED TEXTS:


SUPPLEMENTAL MATERIALS:

Online instructions

COURSE DESCRIPTION:
This course is designed to provide practical experience in using office systems technologies for business education teachers and others interested in information systems applications. This course covers content included in the ETS major field test in business education, a test business education majors are required to take, as well as the state standards for business education.

COURSE OBJECTIVE:
Students will learn:

* to use form document and form paragraph creation software
* to create and use macros
* to differentiate between various letter style formats
* to use ARMA records management guidelines
* to create web pages
* to understand ergonomics
* to identify appropriate email/social networking etiquette

COURSE EVALUATION PROCESS:
Student application projects, assignments, cases, presentations and tests will be assigned points. Points will vary depending on the complexity and length of the assignment or exam. Grades will be based on total points possible: 90%-100% of total points = A, 80%-89% = B, 70%-79% = C, 60%-69% = D.

Late printouts and papers will be worth 50% of total possible points.

ATTENDANCE POLICY:
The option of an instructor to initiate student withdrawal for student absences (FSB 76006) applies to this course.

HONESTY POLICY.
The Academic Dishonesty Policy, contained in the Faculty Senate Bill 96002, reads: Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one’s own intellectual or creative accomplishments of another without giving credit to the source or sources). In case of an act of dishonesty, the student will fail the class in which this act occurs. ESU may impose penalties that may include expulsion from the university. The student has the right to appeal the charge of academic dishonesty.

Any student caught cheating such as copying an application problem from another student will receive a failing grade for the class. A student caught plagiarizing an assignment (such as not citing a source in a term paper) will receive an F for that assignment.

EMERGENCY PREPAREDNESS.
In case of a tornado, take the middle stairway down to the first floor hallway in Cremer Hall. If anyone needs special assistance to get to the shelter area, please let me know the first day of class so that we can arrange for class members to help.

DISABILITY SERVICES.
Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.” The Office of Disability Services is located at 242 SE Morse Hall; (620) 341-6637 Voice, and (620) 341-6648 TTY.

COURSE TOPICS:

- Full block and modified block letter styles
- ARMA filing rules
- Rules for archiving of records
Ergonomics
Form documents
Use of form paragraphs
Macros
E-mail/Social networking etiquette
Web page creation
    Adding hyper links
    Using graphics
    Creating a table
    Using CSS files

OTHER:
In case of a tornado, exit to the first floor hallway using the stairwell in the middle of the building. Do not use the elevator in case of fire. Disabled students will be assisted down the stairways in case of a fire.