



REID STATE TECHNICAL COLLEGE

I. COURSE PREFIX, NUMBER, TITLE

OAD 101 OL – Beginning Keyboarding

II. COURSE HOURS

3 Credit hours

III. CLASS MEETING DATES/TIMES/LOCATION

Monday and Tuesday
07:50 am – 09:05 am
Building 100 - Room 106

IV. CLINICAL DATES/TIMES/LOCATION

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Mrs. Lois H. Robinson
(251) 578-1313 ext. 118
Office Location: Building 100, Room 106
Office hours: Current schedule posted on office door

VI. COURSE DESCRIPTION:

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.

VII. PREREQUISITE(S)/CO-REQUISITE(S)

Prerequisites: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Ellsworth Publishing, Keyboarding Short Course
(Access Code Required)

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

COMPETENCIES: (Please refer to attachment for further explanation)

- Related Academic Topics for Communications
C1, C2, C3, C4, C5, C6, C7
- Related Academic Topics for Mathematics
M4, M7
- Workplace Skills for the 21st Century
WP1, WP2, WP3, WP4, WP5, WP6

OBJECTIVES: Through completing this course, the student will

- Key the alphabetic and number keys by touch
- Key using proper techniques
- Key the numeric keys by touch
- Master selected symbol keys
- Develop a relaxed, confident attitude
- Apply correct number expression
- Improve speed and accuracy
- Key from rough-draft copy
- Key a 3' writing at 36 wpm or higher

X. OUTLINE OF MODULES

- Module 1 – Alphabetic Key reaches
- Module 2 – Figure and Symbol Keys

XI. EVALUATION AND ASSESSMENT

The final grade is based on the following:

Completion of all assignments on assignment sheet. All assignments are due according to the assignment sheet. Work that is tardy will be penalized 11 points the first day and one additional point each day thereafter. Pop tests may be given and will count as a test grade. Also, special projects may be required.

METHOD FOR DETERMINING GRADES

Grading Scale

| | |
|---------------------|----------------|
| A = 35+ | (90 – 100) |
| B = 30 | (80 - 89) |
| C = 25 | (70 - 79) |
| D = 20 | (60 - 69) |
| F = Below 20 | (59 and below) |

Grades for OAD 101 are computer generated upon completion of ALL assignments. Students who do not complete all assignments will not receive the same grade as students who complete all assignments regardless of total points reflected. In the event a student does not complete all assignments, he/she will be assigned a grade by the instructor. This computer generated grade is on 70 percent of total grade. The final grade will be calculated as follows:

| | |
|----------------------------|------|
| Assignments (Online) | 70% |
| Exam(s) | 20% |
| Final Exam | 10% |
| Total | 100% |

Other grades may be assigned in special circumstances. These grades are: W, I, or AU.

NOTE: If a student stops attending class, he/she must officially withdraw from class. Non-attendance does not constitute withdrawal from the college. See student handbook for details.

ACADEMIC MISCONDUCT:

**THE OFFICE ADMINISTRATION DEPARTMENT
ACADEMIC DISHONESTY POLICY**

An assignment submitted by a student for credit that is/was obtained from a source other than himself or herself will result in a zero (0). If that assignment is submitted by others, all parties involved will receive a zero (0). This is plagiarism and/or cheating. Either way, it is not acceptable.

No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed during completion of individual assignments and/or tests.

If a student violates the above division policy more than once, they may be dropped from the course with a grade of “F” as stated in the Academic Dishonesty section of the Reid State Student Handbook/Catalog.

REQUIREMENT: COMPLETION OF ALL WORK ASSIGNED.**XII. ATTENDANCE**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can hinder progression in Legal Administrative Assistant, Medical Administrative Assistant, and Office Systems Technology Administrative Assistant Programs.

XIII. STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XIV. AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative.**

XV. COURSE CALENDAR

Assignment sheet is attached.

Fall 2017 Assignment Sheet

Complete lessons (including created lessons) by date indicated below:

| Week(s) | Dates | Assignment |
|---------|-----------------|--|
| 1 | Aug 21 - 26 | Syllabus Overview, Course Requirement, etc. Course Entry Exercise |
| 2 - 3 | Aug 28 -Sep 08 | Lessons 1 - 4 |
| 4 - 5 | Sep 11 - 22 | Lessons 5 - 8 |
| 6 - 7 | Sep 25 - Oct 06 | Lessons 9 - 12 |
| 8 - 9 | Oct 09 - 20 | Lessons 13 - 16 |
| 10 - 11 | Oct 23 - Nov 03 | Lessons 17 - 18 |
| 12 - 13 | Nov 06 - 17 | Created Lesson: Vampire Bats |
| 14 | Nov 20 - 24 | NO CLASSES — Happy Thanksgiving! |
| 15 | Nov 27–Dec 01 | Created Lesson: Abom Snowman |
| 16 | Dec 04 - 08 | Make-up work/Improve scores/ Course Exit Exercise |
| | Dec 11 | FINAL EXAM |

All lessons (including created lessons) must be completed to receive a computer generated grade. If all lessons are not completed, the instructor will assign a grade based on completed work and work habits. This will be a lower grade than students would receive for completed work.

*This schedule of assignments is subject to change at the discretion of the instructor **for the benefit of the students.***



REID STATE TECHNICAL COLLEGE

I. COURSE PREFIX, NUMBER, TITLE

OAD 110 DH – Computer Navigation

II. COURSE HOURS

3 Credit hour

III. CLASS MEETING DATES/TIMES/LOCATION

Monday and Tuesday
12:35 pm – 01:50 pm
Building 100, Room 106

IV. CLINICAL DATES/TIMES/LOCATION (None)

None

V. INSTRUCTOR, CONTACT INFORMATION, OFFICE HOURS/LOCATION

Ms. Lois Robinson
(251)578-1313 ext. 118
Office Location: Building 100, Room 106
Office Hours: Current schedule posted on office door
E-mail: lrobinson@rstc.edu

VI. COURSE DESCRIPTION:

VII. This course is designed to introduce the student to the MS Windows® environment through classroom instruction and hands-on training. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus.

Prerequisites: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Computers: Understanding Technology (5th Edition). Fuller, Larson, Bucki, & Wempen
ISBN: 9780763861711

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

- Apply knowledge of introductory information about the computer
- Apply knowledge of the role of Windows as a Graphical User Interface
- Apply knowledge of disk and file management within the Windows environment
- Apply knowledge of operations and programs in the Windows environment

COURSE OBJECTIVES:

Cognitive objective:

The student will demonstrate an understanding of computer theory and the Windows environment.

Performance objective:

The student will be able to apply computer skills and perform basic windows operations encountered in a classroom and simulated-office and/or industrial environment.

X. OUTLINE OF MODULES

- Apply knowledge of introductory information about the computer
- Apply knowledge of the role of Windows as a Graphical User Interface (GUI)
- Apply knowledge and understanding of disk and file management within the Windows environment
- Apply knowledge of operations and programs in the Windows environment

XI. EVALUATION AND ASSESSMENT

COURSE EVALUATION/GRADING:

Grades will be figured as follows:

| | |
|-------------------|------|
| Lab Assignments | |
| Assignments | 75% |
| Exams | 25% |
| Total | 100% |

At the instructor’s discretion, pop quizzes may be given. If administered, these will count as a major test grade. Also, special assignments may be required.

In addition to scheduled class time, you are required to spend an additional hour in lab completing work assignments. This additional lab time is mandatory and a portion of the overall contact hours.

REQUIREMENT: COMPLETION OF ALL WORK ASSIGNED.

METHOD FOR DETERMINING GRADES

| | |
|---------------|---|
| 90-100..... | A |
| 80-89..... | B |
| 70-79..... | C |
| 60-69..... | D |
| BELOW 60..... | F |

Other grades may be assigned in special circumstance. These grades are: W, I, AU.

COURSE REQUIREMENTS:

See Assignment Sheet for additional information.

Other lab assignments may be required during the semester.

Course work missed due to a student’s absences or tardiness from class may be made up only if the absence or tardy is excused. What constitutes an excused absence or tardy will be determined by each individual instructor.

In the case of an excused absence the student is responsible for meeting with the instructor within **two** days after the absence to schedule a time to complete assignments missed.

ACADEMIC MISCONDUCT:

**THE OFFICE SYSTEMS TECHNOLOGY DEPARTMENT
ACADEMIC DISHONESTY POLICY**

An assignment submitted by a student for credit that is/was obtained from a source other than himself or herself will result in a zero (0). If that assignment is submitted by others, all parties involved will receive a zero (0). This is plagiarism and/or cheating. Either way, it is not acceptable.

No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed during completion of individual assignments and/or tests.

If a student violates the above division policy more than once, they may be dropped from the course with a grade of “F” as stated in the Academic Dishonesty section of the Reid State Student Handbook/Catalog.

ATTENDANCE

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student’s ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.

XII. STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XIII. AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student’s responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative.**

XIV. COURSE CALENDAR

Assignment Sheet is attached.

Fall 2017 Semester

| Week(s) | Week(s) of | Assignment |
|-----------|--------------------|---|
| 1 | Aug 21 - 26 | Ch 1 Touring Our Digital World |
| 2 | Aug 28 – Sep 01 | Ch 2 Sizing Up Computer and Device Hardware |
| 3 | Sep 04 - 08 | Ch 2 Sizing Up Computer and Device Hardware Ch 3 Working with System Software and File Storage |
| 4 | Sep 11 - 15 | Ch 3 Working with System Software and File Storage Ch 4 Using Applications to Tackle Tasks |
| 5 | Sep 18 - 22 | Ch 4 Using Applications to Tackle Tasks Ch 5 Plugging In to the Internet and All Its Resources |
| 6 | Sep 25 - 29 | Ch 5 Plugging In to the Internet and All Its Resources Ch 6 Networking and Communicating with Computers and Other Devices |
| 7 | Oct 02 – 06 | Ch 6 Networking and Communicating with Computers and Other Devices Ch 7 Taking Advantage of the Cloud: Teamwork, Apps, and Storage |
| 8 | Oct 09 | MIDTERM |
| 8 | Oct 09 – 13 | Ch 8 Maintaining and Managing Your Devices Ch 9 Understanding Your Role as a Digital Citizen: Security, Privacy, and Ethics |
| 9 | Oct 16 - 20 | Ch 9 Understanding Your Role as a Digital Citizen: Security, Privacy, and Ethics |
| 10 | Oct 23 – 27 | Ch 9 Understanding Your Role as a Digital Citizen: Security, Privacy, and Ethics Ch 10 Leveraging Technology in Business |
| 11 | Oct 30 – Nov 03 | Ch 10 Leveraging Technology in Business Ch 11 Using Programming Concepts and Languages |
| 12 | Nov 06 – 09 | Ch 11 Using Programming Concepts and Languages Ch 12 Changing Everything with Big Data |
| 13 | Nov 13 – 17 | Ch 12 Changing Everything with Big Data Ch 13 Glimpsing the Future of Computing |
| 14 | Nov 20 – 24 | THANKSGIVING BREAK |
| 15 | Nov 27 – Dec 01 | Ch 12 Changing Everything with Big Data Ch 13 Glimpsing the Future of Computing |
| 16 | Dec 04 | FINAL EXAM |
| | | |

*This schedule of assignments is subject to change at the discretion of the instructor **for the benefit of the students.***



Reid State Technical College

I. COURSE PREFIX, NUMBER, TITLE

OAD126 – Advanced Word Processing (Microsoft Word 2013) (Word Level 2)

II. COURSE HOURS

3 Credit hour

III. CLASS MEETING DATES/TIMES/LOCATION

Monday and Tuesday
09:10 am -10:25 am
Building 100, Room 106

IV. CLINICAL DATES/TIMES/LOCATION (None)

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Lois Robinson
(251) 578-1313 ext. 118
Office Location: Building 100, Room 106
Office Hours: Current schedule posted on office door
Email: lrobinson@rstc.edu

VI. COURSE DESCRIPTION:

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and lab exercises. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate advanced business documents.

PREREQUISITE(S)/CO-REQUISITE(S)

Prerequisites: As required by program

Co-requisites: As required by program

VII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Microsoft Word 2013 Levels 1 & 2, Rutkosky, Roggenkamp, & Rutkosky, EMC Paradigm Publishing, Inc., 2014, ISBN MLB258818; ISBN: 978-0-76385-386-0.

VIII. PROFESSIONAL COMPETENCIES/OBJECTIVES

Related Academic Topics for Communications

C1, C2, C3, C4, C5, C6, C7

Related Academic Topics for Mathematics

M1, M2, M4, M7

Workplace Skills for the 21st Century

WP1, WP2, WP3, WP4, WP5, WP6

COURSE OBJECTIVES:

The student will be able to:

- Customize paragraphs and pages
- Edit documents
- Create headers and footers
- Format charts
- Spell check
- Customize AutoCorrect
- Customize Quick Access Toolbar
- Customize Themes
- Format with Styles
- Navigate with Bookmarks
- Sort Records
- Insert nonbreaking space
- Create templates
- Create footnotes and endnotes
- Create, citations and bibliographies
- Create a table of contents
- Create an index
- Insert comments
- Create a table of Authorities
- Track changes to a document
- Combine documents
- Protect documents
- Prepare a document for distribution
- Use a digital signature

IX. OUTLINE OF MODULES

- a. Formatting and Customizing Documents
 - i. Customizing Paragraphs and Pages
 - ii. Proofing Documents
 - iii. Automating and Customizing Formatting
 - iv. Customizing and Navigating in a document
- b. Referencing and Sharing Information
 - i. Inserting special features and references
 - ii. Creating specialized tables and indexes
 - iii. Working with shared documents

iv. Protecting and preparing documents

X. EVALUATION AND ASSESSMENT

COURSE EVALUATION/GRADING:

Grades will be figured as follows:

| | |
|------------------|------|
| Lab Assignments | |
| Assignments..... | 75% |
| Exams | 25% |
| Total..... | 100% |

At the instructor’s discretion, pop quizzes may be given. If administered, they will count as a major test grade. Also, special assignments may be required.

In addition to scheduled class time, you are required to spend a minimum of one additional hour in lab completing work assignments.

REQUIREMENT: COMPLETION OF ALL ASSIGNED WORK.

METHOD FOR DETERMINING GRADES

| | |
|---------------|---|
| 90-100..... | A |
| 80-89..... | B |
| 70-79..... | C |
| 60-69..... | D |
| BELOW 60..... | F |

Other grades may be assigned in special circumstance. These grades are: W, I, AU.

COURSE REQUIREMENTS:

Students are to read and follow instructions for each chapter and print all projects as instructed in the textbook. Turn in all printouts to the instructor according to the due date on the Assignment Sheet.

Assignments not turned in due to student’s absence may be turned in when the student returns to class if the absence is excused as determined by the instructor. Work turned in late due to an unexcused absence will receive an automatic 11-point deduction for the first day and an additional five (5) points for each day thereafter. **ASSIGNMENTS MORE THAN ONE WEEK LATE WILL NOT BE ACCEPTED AND STUDENT WILL RECEIVE A GRADE OF ZERO FOR THAT ASSIGNMENT.** See Assignment Sheet for additional information.

Student must complete all **projects** in each of the eight chapters.

XI. ACADEMIC MISCONDUCT:

**THE OFFICE ADMINISTRATION DEPARTMENT
ACADEMIC DISHONESTY POLICY**

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XV. COURSE CALENDAR

Assignment Sheet is attached.

Applied Academic Competencies

RELATED ACADEMIC TOPICS FOR COMMUNICATIONS

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- C7 Interpret and apply related safety procedures for classroom and laboratory.

RELATED ACADEMIC TOPICS FOR MATHEMATICS

- M1 Relate number relationships, number systems, and number theory.
- M2 Explore patterns and functions.
- M3 Explore algebraic concepts and processes.
- M4 Explore the concepts of measurements.
- M5 Explore the geometry of one-, two-, and three-dimensions.
- M6 Explore concepts of statistics and probability in real world situations.
- M7 Apply mathematical methods, concepts, and properties to solve a variety of real world problems.

WORKPLACE SKILLS FOR THE 21st CENTURY

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

MISSION AND PURPOSE

The purpose of Reid State Technical College is to provide postsecondary occupational education on a nondiscriminatory basis for individuals who desire to prepare for entry-level employment, advancement, or retraining in a career field. The training should meet the needs and standards of business, industry, and the professions, and the also afford reasonable expectation of gainful employment.

Reid State Technical College is a rural, degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

GOALS

To accomplish the mission and purpose of the institution, the following goals have been established:

Imperative I - Education, Training, and Career Development

1. To provide programs of study which lead to a certificate, a diploma, or an associate degree, and to provide a core of general studies courses designed to assist students in developing the knowledge, skills, and work ethic necessary to become productive members of a democratic society.
2. To maintain an atmosphere conducive to learning by providing a competent staff, student services, and adequate equipment and physical facilities.
3. To provide educational offerings at times and in facilities that can best serve the college's clientele.

Imperative II - Accessibility

1. To maintain an open-door admissions policy which permits entry of students with a variety of abilities, interests, and aspirations.
2. To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.

Imperative III - Quality

To pursue and maintain accreditation by the Accrediting Commission of the Council on Occupational Education (COE) and appropriate program accreditations.

Imperative IV - Diversity

To provide educational opportunities without regard to race, gender, ethnicity, disability, socio-economic status, or age for those who have documented ability to benefit.

Imperative V - Articulation

To strengthen program articulation between the College and area high schools and vocational centers.

Imperative VI - Economic Development

1. To offer the services of institutional personnel and the use of facilities of the college, as appropriate, for community service to the area.
2. To promote economic development of the area by providing on-campus and on-site instruction in special interest courses designed to meet the specific needs of business and industry.
3. To be involved with chambers of commerce, industrial development commissions, and other economic development groups in community service activities.

Fall 2017 Assignment Sheet

| Week(s) | Dates | Assignment |
|---------|--------------------|--|
| 1 | Aug 21 - 26 | Chapter 1 Customizing Paragraphs and Pages |
| 2 | Aug 28 – Sep 01 | Chapter 2 Proofing Documents |
| 3 | Sep 04 - 08 | Chapter 2 (Cont'd) Proofing Documents |
| 4 | Sep 11 - 15 | Chapter 3 Automating and Customizing Formatting |
| 5 | Sep 18 - 22 | Chapter 3 (Cont'd) Automating and Customizing Formatting |
| 6 | Sep 25 - 29 | Chapter 4 Customizing Themes, Creating macros, and Navigating in a Document |
| 7 | Oct 02 - 06 | Chapter 4 (Cont'd) Customizing Themes, Creating macros, and Navigating in a Document |
| 8 | Oct 09 | MIDTERM |
| 9 | Oct 16 - 20 | Chapter 5 Inserting Special Features and References |
| 10 | Oct 23 - 27 | Chapter 6 Creating Specialized Tables and Indexes |
| 11 | Oct 30 – Nov 03 | Chapter 6 (Cont'd) Creating Specialized Tables and Indexes |
| 12 | Nov 06 - 09 | Chapter 7 Working with Shared Documents |
| 13 | Nov 13 - 17 | Chapter 7 (Cont'd) Working with Shared Documents |
| 14 | Nov 20 - 24 | THANKSGIVING BREAK |
| 15 | Nov 27 – Dec 01 | Chapter 8 Protecting and Preparing Documents |
| 16 | Dec 04 | FINAL EXAM |

This schedule of assignments is subject to change at the discretion of the instructor for the benefit of the students.



REID STATE TECHNICAL COLLEGE

I. COURSE PREFIX, NUMBER, TITLE

OAD130 – Electronic Calculations

II. COURSE HOURS

3 Credit hours

III. CLASS MEETING DATES/TIMES/LOCATION

Wednesday & Thursday
12:35 pm – 01:50 pm
Building 100 - Room 105

IV. CLINICAL DATES/TIMES/LOCATION (None)

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Lois H. Robinson
(251) 578-1313 ext. 118
Office Location: Building 100, Room 106
Office Hours: Current schedule posted on office door
Email: lrobinson@rstc.edu

VI. COURSE DESCRIPTION:

This course is designed to teach the touch system and problem-solving. Emphasis is on the basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.

VII. PREREQUISITE(S)/CO-REQUISITE(S)

Prerequisites: As required by program

Co-requisites: As required by program

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Calculators: Printing and Display, 5th Edition, by William R. Pasewark; South-Western, Cengage Learning 2012; ISBN: 978-0-8400-6535-3

OTHER REQUIRED MATERIALS:

Pencil, erasers, paper clips, and rubber bands

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

(Please refer to attachment for explanation)

Related Academic Topics for Communications

C1, C2, C3, C4, C5, C6, C7

Related Academic Topics for Mathematics

M1, M2, M4, M6, M7

Workplace Skills for the 21st Century

WP1, WP2, WP3, WP4, WP5, WP6

COURSE OBJECTIVES:

Through completing this course, the student will have a functional knowledge of electronic calculators that will help him or her learn to solve, efficiently and skillfully, various types of problems involving the four arithmetic processes. In conjunction with this primary objective, following directions, accuracy, time in arriving at a correct answer, and recording answers correctly are also stressed.

X. OUTLINE OF MODULES

- Developing Ten-Key Touch Method Techniques
- Skill Development
- Application and Personal Calculation

XI. EVALUATION AND ASSESSMENT

The final grade is figured on the following:

| | |
|-----------------------|-----|
| Unit Assignments..... | 65% |
| Timed Drills* | 10% |
| Unit Tests | 15% |
| Final Exam | 10% |

*Within a timing, student should be able to accurately complete the following:

- Timing #1: 5 Problems or more - 2 minutes
- Timing #2: 10 Problems or more - 3 minutes
- Timing #3: 15 Problems or more - 4 minutes
- Timing #4: 18 Problems or more - 5 minutes
- Timing #5: 20 Problems or more - 5 minutes

PLEASE READ!

Work that is not turned in by the end of the class period on the assignment due date is considered tardy. All assignments are due according to the assignment sheet. Work that is tardy will be penalized 11 points the first day and an additional five (5) points per day thereafter. If work is not completed and turned in within a week of the assigned due date, student will receive a zero for that assignment.

At the instructor’s discretion, pop quizzes may be given. If administered, these will count as a test grade. Also, special assignments may be required.

METHOD FOR DETERMINING GRADES

| | |
|---------------|---|
| 90-100..... | A |
| 80-89..... | B |
| 70-79..... | C |
| 60-69..... | D |
| BELOW 60..... | F |

Other grades may be assigned in special circumstances. These grades are: W, I, AU.

COURSE REQUIREMENTS:

Students are to read and follow instructions for each job as instructed in the textbook. Turn in jobs to the instructor according to the due date on the Assignment Sheet.

Assignments not turned in due to student’s absence must be turned in within two days of the student’s return to class if the absence is excused as determined by the instructor. Work turned in late due to an unexcused absence will receive an automatic 11-point

deduction for the first day and an additional five (5) points for each day thereafter.
ASSIGNMENTS MORE THAN ONE WEEK LATE WILL NOT BE ACCEPTED AND STUDENT WILL RECEIVE A GRADE OF ZERO FOR THAT ASSIGNMENT. See Assignment Sheet for additional information.

ACADEMIC MISCONDUCT:

**THE OFFICE ADMINISTRATION DEPARTMENT
ACADEMIC DISHONESTY POLICY**

An assignment submitted by a student for credit that is/was obtained from a source other than himself or herself will result in a zero (0). If that assignment is submitted by others, all parties involved will receive a zero (0). This is plagiarism and/or cheating. Either way, it is not acceptable.

No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed during completion of individual assignments and/or tests.

If a student violates the above division policy more than once, they may be dropped from the course with a grade of "F" as stated in the Academic Dishonesty section of the Reid State Student Handbook/Catalog.

XII. ATTENDANCE

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.

XIII. STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XIV. AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative.**

XV. COURSE CALENDAR

Assignment Sheet is attached.

Fall 2017 Semester

| Week | Week(s) of | Assignment |
|----------------|---------------------|--|
| Week 1 | August 21 | Overview |
| Week 2 | August 28 | Jobs 1 - 3 |
| Week 3 | September 4 | Jobs 4 - 5 |
| Week 4 | September 11 | DRILL 1 & TEST 1 (Jobs 1 – 5) |
| Week 5 | September 18 | Jobs 6 - 8 |
| Week 6 | September 18 | Jobs 9 - 10 |
| | September 25 | DRILL 2 & TEST 2 (Jobs 6 – 10) |
| Week 7 | October 2 | Jobs 11 - 13 |
| Week 8 | October 9 | Jobs 14 & 19 |
| Week 9 | October 16 | Job 15 |
| | October 23 | DRILL 3 & TEST 3 (Jobs 11 – 15) |
| Week 10 | October 23 | Jobs 16 - 17 |
| Week 11 | October 30 | Job 18 |
| Week 12 | November 6 | Chapter 20 |
| Week 13 | November 13 | DRILL 4 & TEST 4 (Jobs 16 – 20) |
| Week 14 | November 20 | Thanksgiving Break |
| | December 4 | FINAL EXAM |

This schedule of assignments is subject to change at the discretion of the instructor for the benefit of the students.



Reid State Technical College

I. COURSE PREFIX, NUMBER, TITLE

OAD 135 - Financial Record Keeping

II. COURSE HOURS

3 Credit Hour

III. CLASS MEETING DATES/TIMES/LOCATION

Monday and Tuesday
10:30 am – 11:45 am
Building 100, Room 105

IV. CLINICAL DATES/TIMES/LOCATION

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Mrs. Lois Robinson
(251) 578-1313 ext. 118
Office Location: Building 100, Room 106
Office hours: Current schedule posted on office door
Email: lrobinson@rstc.edu

VI. COURSE DESCRIPTION:

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

VII. PREREQUISITE(S)/CO-REQUISITE(S)

Prerequisites: As required by program

Co-requisites: As required by program

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

College Accounting (A Practical Approach, 13th edition, by Jeffrey Slater)
ISBN: 978-0-133-86630-8

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

The objective for this course is for each student to comprehend, apply, and demonstrate foundational knowledge of accounting principles. The student will also be able to illustrate the following:

- Explain the accounting equation and the interaction of its elements
- Analyze, record and post business transactions.
- Prepare financial statements

X. OUTLINE OF MODULES

- A. Accounting Concepts and Procedures
- B. Debits and Credits
- C. Beginning the Accounting Cycle
- D. The Accounting Cycle continued
- E. The Accounting Cycle completed
- F. Banking Procedure and control of Cash
- G. Calculating Pay and Payroll Taxes
- H. Paying, Recording, and Reporting Payroll and Payroll Taxes
- I. Sales and Cash Receipts
- J. Purchases and Cash Payments
- K. Preparing a Worksheet for a Merchandise
- L. Completion of the Accounting Cycle for a Merchandise Company

XI. EVALUATION AND ASSESSMENT

Students will be evaluated based on the following assessment methods:

| | |
|---------------------|------------|
| Homework/Assignment | 50% |
| Chapter Tests | <u>50%</u> |
| Total | 100% |

Please READ!

All assignments are due according to the assignment sheet. Work that is tardy will be penalized 11 points the first day and one additional point per day thereafter. Work more than one week late will receive a grade of zero without an excused absence. Pop tests may be given and will count as a test grade. Also, special projects may be required. Students who are absent are encouraged to inquire of other students regarding missed class and/or homework assignments. Absenteeism is not an excuse for not knowing about class and/or homework.

METHOD FOR DETERMINING GRADES

| | |
|----------------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| BELOW 60 | F |

Other grades may be assigned in special circumstances. These grades are: W, I, or AU.

NOTE: If a student stops attending class, he/she must officially withdraw from class. Non-attendance does not constitute withdrawal from the college. See student handbook for details.

ACADEMIC MISCONDUCT:

**THE OFFICE ADMINISTRATION DEPARTMENT
ACADEMIC DISHONESTY POLICY**

An assignment submitted by a student for credit that is/was obtained from a source other than himself or herself will result in a zero (0). If that assignment is submitted by others, all parties involved will receive a zero (0). This is plagiarism and/or cheating. Either way, it is not acceptable.

No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed during completion of individual assignments and/or tests.

If a student violates the above division policy more than once, they may be dropped from the course with a grade of “F” as stated in the Academic Dishonesty section of the Reid State Student Handbook/Catalog.

REQUIREMENT: COMPLETION OF ALL WORK ASSIGNED.

XII. ATTENDANCE

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

XIII. STATEMENT ON DISCRIMINATION/HARASSMENT

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XIV. AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative.**

XV. COURSE CALENDAR

See attached sheet

Fall 2017 Assignment Sheet

| | | |
|-------------|---------------------|---|
| Mon | August 21 | Course Overview & Chapter 1 |
| Tues | August 22 | Chapter 1 |
| Mon | Aug 28 | Chapter 1 |
| Tues | Aug 29 | Chapter 1 |
| Mon | September 4 | Holiday – Labor Day (College closed) |
| Tues | September 5 | Chapter 1 (Homework due--Review) |
| Mon | September 11 | Chapter 1 (Review Homework) |
| Tues | September 12 | Chapter 1 Test |
| | | |
| Mon | September 18 | Chapter 2 |
| Tues | September 19 | Chapter 2 |
| Mon | September 25 | Chapter 2 (Homework due--Review) |
| Tues | September 26 | Chapter 2 (Test) |
| | | |
| Mon | October 2 | Chapter 3 |
| Tues | October 3 | Chapter 3 |
| Mon | October 9 | Chapter 3 (Homework Due--Review) |
| Tues | October 10 | Chapter 3 Test |
| | | |
| Mon | October 16 | Chapter 4 |
| Tues | October 17 | Chapter 4 |
| Mon | October 23 | Chapter 4 (Homework Due--Review) |
| Tues | October 24 | Chapter 4 Test |
| | | |
| Mon | October 30 | Chapter 5 |
| Tues | October 31 | Chapter 5 (Homework Due--Review) |
| Mon | November 6 | Chapter 5 (Homework Due--Review) |
| Tues | November 7 | Chapter 5 Test |
| | | |
| Mon | November 13 | Chapter 6 |
| Tues | November 14 | Chapter 6 |
| Mon | November 20 | Holiday – Happy Thanksgiving! |
| Tues | November 21 | Holiday – Happy Thanksgiving! |
| Mon | November 27 | Chapter 6 (Homework due—Review) |
| Tues | November 28 | Chapter 6 Test/Final Exam |

This schedule of assignments is subject to change at the discretion of the instructor for the benefit of the students.



Reid State Technical College

I. COURSE PREFIX, NUMBER, TITLE

OAD 218 – Office Procedures

II. COURSE HOURS

3 Credit Hours

III. CLASS MEETING DATES/TIMES/LOCATION

Wednesday & Thursday
10:30 am – 11:45 am
Building 100, Room 105

IV. CLINICAL DATES/TIMES/LOCATION

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Mrs. Lois Robinson
Office Location: Building 100 - Room 106
Office Hours: See Schedule on Office Door
Phone: 251-578-1313 ext. 18
Email: lrobinson@rstc.edu

VI. COURSE DESCRIPTION

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Students are required to dress professionally one day a week. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

VII. PREREQUISITE(S)/CO-REQUISITE(S)

Prerequisites: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Dianne S. Rankin and Kellie A. Shumack. *The Administrative Professional –Technology and Procedures, 15th Edition*. Cengage Learning, 2017, 2011.
ISBN: 9781305581166

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

COMPETENCIES: (Please refer to attachment for further explanation)

- Related Academic Topics for Communications
C1, C2, C3, C4, C5, C6, C7
- Related Academic Topics for Mathematics
M6, M7
- Workplace Skills for the 21st Century
WP1, WP2, WP3, WP4, WP5, WP6

OBJECTIVES: Through completing this course, the student will

- Define both the role of the modern office in today's business world and the role of the office worker in the office environment
- Develop marketable skills using the most current procedures and technologies
- Develop an understanding of emerging technologies
- Recognize the importance of organization, accuracy, and efficiency as they relate to productivity
- Communicate and interact effectively with co-workers, employers, and the general public
- Identify opportunities for employment and for professional growth in office occupations
- Develop a comprehensive understanding of all critical aspects of office activity
- Extend and integrate basic business skills developed in prior courses
- Develop an understanding of appropriate professional behavior
- Develop an ability to assess one's own performance
- Devise a strategy for future personal and professional growth in relation to work responsibilities

X. OUTLINE OF MODULES

- The Workplace and You
- The Workplace Environment
- Communication – The Key to Success
- Records Management, Travel, and Finances
- Career Success

XI. EVALUATION AND ASSESSMENT

The final grade is based on the following:

| | |
|---------------------|------------|
| Assignments..... | 40% |
| Chapter Tests | 35% |
| Final Exam..... | <u>25%</u> |
| | 100% |

Extra credit may be given for work habits, attitude and professional dress.

Please READ!

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| 70 – 79 | C |
| 60 – 69 | D |
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XIII. STATEMENT ON DISCRIMINATION/HARASSMENT

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XV. COURSE CALENDAR

See attached sheet

Fall 2017 Semester

| Week | Week(s) of | Assignment |
|----------------|--------------------|---|
| Week 1 | August 21 | Overview & Chapter 1 |
| Week 2 | August 28 | Chapters 1 & 2 |
| Week 3 | September 4 | Chapter 3 – http://www.humanmetrics.com/cgi/win/JTypes1.htm Complete, print, and be prepared to discuss. Prepare a short paragraph stating why you agree or disagree with results |
| Week 4 | September 11 | Chapter 4 |
| Week 5 | September 18 | Chapter 5 |
| Week 6 | September 25 | Chapter 6 |
| | October 2 | Test 1 (Chapters 1 – 3) |
| Week 7 | October 7 | Chapter 7 |
| Week 8 | October 9 | Chapter 8 |
| Week 9 | October 16 | Chapter 9 |
| | October 23 | Test 2 (Chapters 4 – 6) |
| Week 10 | October 23 | Resume Writing (Submit draft copy of your resume) |
| Week 11 | October 30 | Chapter 15 |
| Week 12 | November 6 | Chapter 15 |
| Week 13 | November 13 | Mock Interviews |
| Week 14 | November 20 | Thanksgiving Break |
| Week 15 | December 4 | FINAL EXAM (Chapters 7-9, & 15) |

*This schedule of assignments is subject to change at the discretion of the instructor **for the benefit of the students.***