

SUMMER SESSION SYLLABUS

Hybrid Course

ITM209H: Integrating People and Technology into the Office Environment

C5: 2009



Saint Joseph's College of Maine

DIVISION OF GRADUATE & PROFESSIONAL STUDIES

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<http://www.sjcme.edu/gps/summer/index.htm>

Welcome to:
ITM209H:
Integrating
Technology into the
Office Environment

Summer Session 1

Course Start Date: June 15

Online Dates:

June 15 – June 21

June 27 – July 24

On Campus Dates:

June 22-26

Course End Date: July 24

COURSE DESCRIPTION

Introduces students to the computer environment of today's business office using Microsoft Office 2007 and other generally used software. The course will include basic computer concepts, information technology ethics, Internet concepts, current issues of information technology, e-mail etiquette, Web development, presentation software, project management, word processing, spreadsheets and graphics. Internet access required.

IMPORTANT RESOURCES

If you have any questions regarding your course materials, please contact your academic advisor (1-800-343-5498) and/or our book vendor EdMap. You can reach EdMap by phone or email:

1-(800)-274-9104

<http://www.shop-edmap.biz/sjs/>

All Saint Joseph's College students must have a library card for the Wellehan Library prior to arriving on campus. To obtain your card, if you do not already have one, please call the library or visit their Website:

1-(800) 343-5498 ext. 7725

<http://www.sjcme.edu/library/index.htm>

REQUIRED TEXT

O'Leary, T. J. & O'Leary, L. I. (2008). *Microsoft Office 2007: The O'Leary series*. Career Education/McGraw-Hill. ISBN 0073519162

REQUIRED ARTICLES

Assigned articles are on E-Reserves are located at

<http://sjcme.docutek.com/eres/coursepage.aspx?cid=121> The E-RESERVE password is **ITM209JAN09**

Your Instructor



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Welcome to Integrating People and Technology into the Office. I am managing principal of Professor Steve & Associates, an organization devoted to the application of healthcare and office technology. My Curriculum Vitae is on my web site at www.professorsteve.com.

I develop and teach two courses at Saint Joseph's: HA 571 Medical Informatics and ITM 209 Integrating People and Technology into the Office Suite.

I was elected to Fellow status (FHIMSS) in the Healthcare Information Management and Systems Society. I have written numerous articles and books about information systems.

My information technology, business and management experience has covered twenty plus years in healthcare and consulting.

My passion is in motivating people to enjoy the outdoors. If you want to learn about my outdoor interests and publications go to www.outdoorsteve.com.

I have a Master's degree in Operations Research from the University of Rhode Island, and a Bachelor of Science degree in Industrial Engineering from the University of Massachusetts (Amherst).

Student Resources



COURSE POLICIES AND PROCEDURES

Current information regarding College policies affecting your course can be found on the Resources/Policy section of the ANGEL course homepage.

On this page, you will find vital information, including the following:

- Current Student Handbook, outlining course-specific policies
 - *Includes grading rubric*
- Access to support resources, including advising and online tutorial services
- Student Success Guides

SUBMITTING ASSIGNMENTS

Instructions on how to submit your assignment to your instructor can be found on your ANGEL course site.

Course Overview



COURSE INTRODUCTION

Welcome to ITM 209 - Integrating People and Technology in Office Suite Applications. This course integrates the personal computer (PC), the Internet, Microsoft Office 2007, and other software applications used in today's typical office environment.

Through the use of Microsoft Office 2007 applications, you will be able to do the following:

- Know how to get application and operating system software help through online Help and newsgroup communities.
- Create slide show and video presentations (PowerPoint 2007).
- Demonstrate advanced word processing (Word 2007).
- Use database templates and modify databases (Access 2007).
- Create spreadsheets and graphics (Excel 2007).
- Create a slide show and video from digital pictures downloaded from a camera (Windows Movie Maker or Photo Story 3).

Other applications include advanced email techniques, e-faxing, file compression, PDF, and Web page authoring.

The course relates e-learning software in a professional setting. Students use assigned exercises to build and demonstrate their knowledge of Office applications. The Discussion Forum will be used to share material between fellow students and the instructor.

Grading requires the ability to demonstrate assigned material using exercises and instructor assignments. The purpose of the Final Project (Unit 5) is to demonstrate understanding of the material discussed in Units 1 through 4.

COURSE OBJECTIVES

Upon completion of this course, you should be able to do the following:

- Use Microsoft Office 2007.
- Become self-sufficient in finding Office 2007 application functions by using Help screens, tutorials, and Internet resources.
- Use proper email etiquette.
- Create an audio and video slide show from a digital camera download.
- Use compression software to transfer large files and multiple files.
- Create a website with links to other sites, documents, and pages.

COURSE FORMAT

This is an accelerated five week online course with an additional week in the classroom, providing the opportunity to continue the online dialogue in a group setting. You will acquire the skills outlined in the course objectives through the following:

- Readings from the textbook and required readings, which may include case studies.
- Lecture notes
- Active dialogue with your instructor and fellow learners via the course bulletin board
- Active dialogue and discussion in person with your instructor and classmates.
- **Class Participation:** You are expected to participate in the online dialogue **at minimum three times per week per discussion question**, preferably on non-consecutive days.

COURSE GUIDELINES

Your course guidelines include the following:

- You are expected to review all the Reading material BEFORE the class assigned.
- Respond to all instructor requests for assignment re-submission of material
- On campus attendance is means .be in your seat at the scheduled start time. If you miss a class, please let the instructor know before the class so it can made up.
- Teams will be assigned a topic for a 10-15 minute Power Point presentation (including audience questions). Your presentation will need to demonstrate web research on your subject (25%), a level of subject knowledge (25%), Power Point features (25%)(bullets, hyperlinks, slide #, custom animation, background, etc), and practice (25%).

EVALUATION

- Class Participation and Presentation.....20%
- Email On Campus Assignments (2).....20%
- On Campus Discussion Forums.....20%
- On-Line Discussion Forums20%
- Final Project.....20%

PLEASE NOTE: If life gets in the way of your online classroom responsibilities, you must notify your instructor as soon as you aware that events may occur that may inhibit you from participating at the required level.

Class Schedule

PERIOD	TOPIC	READING (all on campus readings are to be completed for the assigned class period). ASSIGNMENTS are located at the end of this Class Schedule
Week of 6/15/09 Online	Student Introduction, Computer Basics, and Navigating Microsoft Office 2007	<ul style="list-style-type: none"> • O’Leary Text – Pages CE.2 through CE.16 - Introduction to Computer Essentials <p>This section is a very brief overview of basic computer knowledge. For most students, it will serve as a refresher introduction to essential terms in information systems, software, and hardware.</p> <ul style="list-style-type: none"> • O’Leary Text – Pages I1 – I31 – Office: Introduction to Office 2007 <p>Office 2007 has a completely different look and navigation than Office 2003. Do not skip this introduction. Otherwise, you will waste time trying to find such essential items as the ribbon, office button, and quick access toolbar!</p>
6/22/09 Monday On campus	Monday <ul style="list-style-type: none"> • Introductions • Course Objectives • Class Format • Advanced Email • Help • Word 2007 • Assign topics for 6/25 and 6/25 student class presentations • Class Critique 	<p>http://www.fgcu.edu/support/office2007/</p> <p>A Moment for E-learning Email (see E-Reserves)</p> <p>O’Leary - Word Laboratory</p> <ul style="list-style-type: none"> ● Overview of Microsoft Word 2007 ● Creating and Editing a Document ● Revising and Refining a Document ● Creating Reports and Tables ● Working Together Word 2007 and Your Web Browser

<p>6/23/09 Tuesday On campus</p>	<p>Tuesday ●Creating PDF files ●Power Point 2007 ●Class Critique</p>	<p>O’Leary PowerPoint Overview and Laboratories</p> <ul style="list-style-type: none"> ● Overview of Microsoft Office PowerPoint 2007 ● Creating a Presentation ● Modifying and Refining a Presentation ● Using Advanced Presentation Features ● Working Together 1: Copying, Embedding, and Linking Between Applications. <p>A good reference site for PowerPoint is The Rapid E-Learning Blog http://www.articulate.com; http://www.articulate.com/rapid-elearning/</p>
<p>6/24/09 Wednesday On campus</p>	<p>●Excel 2007 ●In class Power Point 2007 student presentations ●Class Critique</p>	<p>O’Leary Excel Overview and Laboratories</p> <ul style="list-style-type: none"> ● Overview of Microsoft Excel 2007 ● Creating and Editing a Worksheet ● Charting Worksheet Data ● Managing and Analyzing a Worksheet ● Working Together 1: Linking and Embedding between Word 2007 and Excel 2007 <p>Eight of the Worst Spreadsheet Blunders http://www.cio.com, http://www.cio.com/article/131500/Eight_of_the_Worst_Spreadsheet_Blunders/1</p>
<p>6/25/09 Thursday On campus</p>	<p>● Designing a Web Site Using Microsoft Word 2007 ● In class Power Point 2007 student presentations ● Class Critique</p>	<ul style="list-style-type: none"> ● MS Word and Browser: Working Together Word 2007 and Your Web Browser, Page WDWT1.1 ● How to Recognize an Informational Web Page: http://www3.widener.edu <p>http://www3.widener.edu/Academics/Libraries/Wolfgang_Memorial_Library/Evaluate_Web_Pages/Checklist_for_an_Informational_Web_Page/5720/</p>
<p>6/26/09 Friday On campus</p>	<p>●Microsoft Access 2007 ●Last 4 weeks ●Review Project due for July 24, 2009</p>	<p>O’Leary Access Overview and Laboratories</p> <ul style="list-style-type: none"> ● Overview of Microsoft Office Access 2007 ● Creating a Database ● Modifying and Filtering a Table and Creating a Form ● Querying Tables and Creating Reports ● Working Together 1: Exporting Data

		Database Basics http://www.microsoft.com ; http://office.microsoft.com/en-us/access/HA100644501033.aspx
July 3, 2009	A Discussion Forum in your professional environment	See Assignments below
July 10, 2009	Discussion Forum: Microsoft Access 2007 Stretching your imagination	See Assignments below
July 17, 2009	Discussion Forum: Computer Virus and Backup Horror Stories	See Assignment below
July 24, 2009	Final Project	See Final Project assignment below

ASSIGNMENTS

Due Date	Assignment e-mailed to spriest@sjcme.edu Tuesday June 23, 2009
6/15/09 On-line	DISCUSSION FORUM Write a 1-2 paragraph introduction on your professional and computer background. Include an attachment of a picture of your favorite thing. NOTE: Think "outside the box" as to how this Discussion Forum concept might be used in your professional environment. (HINT: Here you are asked to "attach a picture of your favorite thing". What if you were a 1,000 miles away from a physician, and you had a rash on your hand? Could a Discussion Form help identify and treat the rash?)
June 22, 2009 On campus	Assignment: Begin doing the 6/23/09 Word 2007 assignment and come to class Monday 6/22/09 prepared with your "how do" questions.
June 23, 2009 On campus	Assignment due 6/23/09 to be emailed before class to spriest@sjcme.edu Submit a single Word 2007 document that demonstrates your knowledge of the

below:

1. Write a one-page summary of how the O’Leary Essential - “Introduction to Computer Essentials” was of benefit to you. Use bullets to emphasize at least five (5) benefits.
2. In this document, insert a **page break** and write another page using the a numbered list to explain, in **one to three sentences each**, the five (5) parts of an information system.
3. To indicate to the instructor that you know email efficiencies, include a screen print (**Alt and Print Scrn**) of your email. Your screen print email must contain the following:
 - Include at least a 3-line signature.
 - Insert a graphic in the message area.
 - Insert a web link to the sjc home page.
 - Use your address book for TO, CC, and BCC. The TO, CC, and BCC must be sent to you. You do not have to send this email to your instructor. (NOTE: sending an email to yourself is a great way to test if your email works!)
 - Have no spelling errors. I will trust that you have set your email Options to Always Check Spelling.
 - In a bulleted list format, briefly discuss at least ten (10) features of email.
4. Do another page break and create a two column table in which you compare two (2) search browsers and their use of keywords.
 - In this document, create (remember to update) an automatic table of contents with three (3) levels:
 - Demonstrate your use of headers and footers and page *x* of *y* and date in the header/footer.
 - Insert a hyperlink to the <http://www.outdoorsteve.com> website.
 - Insert a graphic of your choice.
 - Set paragraph line spacing to 1.5.
 - Demonstrate one endnote and one footnote.
 - Demonstrate your use of tracking changes.
 - In this browser table demonstrate your use of Word’s table formula (sum).
 - Enter the keyword “tracking” in the Word Help (F1) box. Print the screen that has the Demo or Video help and insert this captured screen in your

	<p>Word document.</p> <ul style="list-style-type: none"> • Set Ruler to View, and write one paragraph telling how to set the ruler (Keyword: “view ruler”) and indent. (Notice that this question is indented significantly from the right and left margins and that the beginning of the paragraph is indented. This paragraph, like your other questions here, is to be included in your TOC and titled “Ruler Demonstration.” • Once your document is all set, turn on Track Changes and edit one paragraph as if someone had made suggestions to your document. Be sure your original text is visible in the document. (TIP: Use Word’s Help and search for “track changes.”)
June 24, 2009 On campus	In class Power Point Presentations. Specific topics and teams to be assigned Monday
June 25, 2009 On campus	In class Power Point Presentations. Specific topics and teams to be assigned Monday
June 26, 2009 On campus	Review remaining four (4) July assignments for Microsoft 2007. Review Project deliverables. Come to class with all your questions.
July 3, 2009 On-line	<p>DISCUSSION FORUM in Your Professional Environment</p> <p>Write 1-to-2 paragraphs on how a Discussion Board might be used in a professional environment. (For example (this is the instructor’s idea so you cannot use it), you are a thousand miles away from a physician, and you get a terrible rash on your arm. You have a camera and Internet access to a physician’s office.). Ideally it would be great for your discussion to address your own work environment.</p> <p>2. Respond to another student’s idea – and take his or her idea further.</p>
July 10, 2009 On-line	<p>DISCUSSION FORUM: Microsoft Access 2007</p> <p>Your Discussion Board assignment is to write 1 or 2 paragraphs on how the Microsoft Access exercises stretched your imagination in regard to the application of office technology.</p> <p>INSTRUCTOR NOTE: Students often ask why they are given material to study that does not have anything to do with their life, professional experience, or</p>

	<p>aspirations. They want something based on their own environment. My answer is “Because then you would not have to stretch your mind. If you only work from inside your own comfort level, you don’t learn anything new.”</p>
<p>July 17, 2009 On-line</p>	<p>DISCUSSION FORUM: Computer Virus and Backup Horror Stories</p> <ol style="list-style-type: none"> 1. Using your search browser, find the average per month of new computer viruses discovered in 2008. Include the website where you found this information. In addition, describe a short paragraph of a current virus (include its name, date found, impact, and web site where information describing it). 2. We try to remember to backup our computer files, but few people faithfully do this. Only when you hear the horror stories do you backup your files and remember to check that your antivirus software is up to date. In one paragraph, relate one backup or virus horror story about a personal account or one found by your search browser. If you found this on the Web, be sure to include the website address.

Final Project



<p>Due:</p> <p>July 24, 2009</p> <p>On-line</p>	<p>FINAL PROJECT</p> <ul style="list-style-type: none">• Excel 2007 Spreadsheet. Your Excel assignment is to create a spreadsheet and chart of your choice. The Study Notes have a sample spreadsheet/chart. Keep the spreadsheet content simple, but as a minimum, it must have the features listed on the sample spreadsheet/chart.• Word 2007 Document. Use your creativity in this assignment to create one Word document and respond to the following:<ul style="list-style-type: none">○ Create a Table of Contents (TOC) with page numbers and descriptive section titles with at least two levels. In this way, your instructor will review your responses by simply clicking on a TOC link.○ You are the only one in your office using Office 2007. All the other users have Office 2003 (or earlier). Every time you save a document, you intentionally have to do a SAVE AS Word 97-2003 (e.g., .doc). Sometimes you forget, and you email a document in 2007 Word format (e.g., .docx). How can you change the default save format for any Office 2007 application to 2003? (HINT: Do a keyword search in the application for this answer.)○ Each application in Office 2007, under the Office Button, has another button called OPTIONS. Go into the OFFICE BUTTON, and create a table to explain three (3) features
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that you find particularly interesting for **each** of the Office applications (Word, Excel, Access, and PowerPoint).

- How do you **print** the Show/Hide formatting marks? (CAUTION: This is a trick question, but there indeed is a plausible answer through searching either the application or the Internet with keywords). Visually demonstrate that you know how to do this.
- When you do this Word document, turn the Show/Hide feature to Show to see paragraph and other hidden formatting symbols. Be sure your submitted Word document has the hidden characters visible.
- On each page, include Headers with dates and Footers with page numbers entered as *x* of *y*.
- Use at least one Footnote and one Endnote in the document.
- Embed your Excel spreadsheet and chart in the Word document.
- In one paragraph, demonstrate your use of the Track Changes feature.
- **PowerPoint 2007:** Create a 3 to 5 slide PowerPoint presentation of your choice using at least the following features:
 - Select a template of your choice to edit. If you choose, you may use a 2003 PowerPoint as your template.
 - Demonstrate your use of a theme.
 - A bulleted list that slides one line at a time upon the presenter's click.
 - One slide has music.
 - A graphic of a digital picture taken by you or a friend.
 - Each slide has a Page *x* of *y*
 - Link to the Excel chart you created in Lesson 5.1
 - Link to the SJC Wellehan Library site.

- Link to your email.
- **Access 2007:** Select a template of your choice from the Featured Online Template in Access 2007 or an Access 2007 template from the Internet (HINT: Keywords “Access 2007 template”) or from the Assigned Reading sites. Then do the following:
 - Enter 3 to 5 records in the main table using the Form entry feature. NOTE: You may need to first update other tables, e.g., categories, before you can use the main table asking for a category with a drop down list.
 - Set up one report of your choosing for the template you created.
NOTE: This assignment will not grade you on the complexity of your template but only on your ability to edit and use a template. Generate a simple report.
- **Word 2007 as a Web Authoring Tool:** Use Microsoft Word to create a home page of your choice called index.html (the default home page).

Your Web page will contain the following:

- A link to your email
- A link to the www.professorsteve.com Web page
- A graphic or digital picture preferably taken by you or a friend
- A link to the Word document you just created
- A link to the Excel document you just created
- A link to the PowerPoint 2007 you just created
- A link to the Access 2007 template
- A background of your choice
- A link to a PDF file that does not exceed two (2) double-spaced pages discussing your experience in this course, for example:
 - Areas of the course you found particularly important to your professional development
 - Suggestions for improving the course
 - Typos you found in the course
- One html page telling how your website conforms to the Five Criterion of the Alexander and Tate Informational Web Page

NOTE: Submit the Final Project in one zip file.

The Online Learning Environment



Online Discussion: What Is Expected of You

1. Class participation using the course discussion board is an essential learning activity and a required component of this course.
2. If life gets in the way of your course, then you must notify your instructor as soon as possible. Your instructor is here to help you learn as much as you can; he/she needs to know what is happening in order to facilitate your learning.
3. You are required to substantively contribute to the ongoing discussion. Substantive postings are thoughtful and add value to the discussion by offering your critical and creative thoughts and by building upon the thoughts and comments of others.
4. All postings in response to discussion questions should be on point, concise, and succinct.
5. The purpose of engaging in discussion is to extend your learning and to deepen your understanding of concepts presented in the course. The expectation is **not** to have everyone repeat what was read in the week's readings but to share ideas, perspectives, experiences, and understanding; always trying to go beyond what we (currently) know.

ANGEL Information

This course has an online ANGEL component. Please review the checklist below. Before your course begins you will receive a letter from the College with instructions on how to access your account, which will include your log on and password.

If you need technical support, please contact the 24-hour Collegis HelpDesk:
1-(877) 725-4357 or email: <https://hdo.collegis.com>

Checklist for Online Learners

In order to complete this course, you will need the following:

- ANGEL account (will be assigned to you by Saint Joseph's College)
- Basic computer skills
- Computer with speakers or headphones
- Internet access
- Required materials