CAPSTONE COURSE
SYLLABUS
Spring 2021

COURSE TITLE: POFT 2331 - ADMINISTRATIVE PROJECT SOLUTIONS
Section: 271
Meeting: MW 1:00PM - 2:50PM at the Lubbock Center, classroom LC 112

INSTRUCTORS:

1. **Mrs. Jeannie Coggins**
   OFFICE: Room #LBC 120G at the Lubbock Center
   PHONE: 806-716-4917
   E-MAIL: jcoggins@southplainscollege.edu

2. **Dr. Patrick Logue – Temporary Professor**
   OFFICE: Room #LBC 120B at the Lubbock Center
   PHONE: 806-716-4669
   E-MAIL: plogue@southplainscollege.edu

Dr. Patrick Logue's Office Hours
Monday: 9:00 AM to 12:00 PM
Tuesday and Thursday: 1:00 PM to 2:30 PM
Friday: 10:00 AM to 12:00 PM
Or by appointment

COURSE DESCRIPTION
This course provides an experience in project management and office procedures utilizing integration of previously learned skills.

TEXT AND OTHER MATERIALS
1. Olinzock, Arney & Skean, *Integrated Business Projects, 3e,* South-Western Cengage Learning, ©2011.
2. Sabin, The Gregg Reference Manual, tribute edition: McGraw-Hill. (Optional)
3. Removable USB (flash, jump, thumb, pin, stick, travel, etc.) drive.

ATTENDANCE POLICY
Students are expected to be in attendance each class period. If a student is absent four consecutive classes or for a total of six absences and does not notify the instructor, that student will be administratively dropped.

STUDENT CONDUCT
Students are expected to follow all guidelines of conduct as outlined in the *2019-2020 Student Guide*. If you do not have a copy of this publication you may pick one up on either the Levelland Campus or the Reese campus. Smoking is not allowed in any SPC facility. Food or drinks will be allowed in designated areas only and are not permitted in classrooms or computer laboratories.

Cellular phones and audible pagers should be silenced during class time. Classroom disruptions will not be tolerated. If a student continues to disrupt the class after receiving a warning, he/she will be asked to leave the class. Your cooperation is certainly appreciated and will benefit the overall learning environment. Cheating on exams or any assignment will result in the student receiving a failing grade.

GRADING

Final grades will be calculated as follows:

Part 1—Projects 1-7	30%
Part 2—Projects 8-14	30%
Part 3—Projects 15-18	15%
Capstone Project Part 4	25%
	100%

Grades will be reported as follows:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

COURSE CONTENT & LEARNING OUTCOMES

Integrated Business Projects

Project 1 – Preparing Marketing and Administrative Documents
- Create and format letters, envelopes, and labels.
- Apply styles, indents, and bullets to documents.
- Work with tables, including inserting formulas.
- Use desktop publishing skills to design documents.
- Input and format reports.
- Insert a file into a document.
- Print documents, envelopes, and labels.

Project 2 – Creating Personnel Documents
- Create an organization chart.
- Prepare documents using tabs, rotating text, special characters, Quick Parts, and outline numbered lists.
- Sort items in a list.
- Prepare forms.
- Write a report using research findings.

Project 3 – Preparing Administrative Documents
- Produce forms for printed and online use.
- Prepare agendas, minutes, and checklists.
- Create documents using templates.
- Save Word documents as Web files.
- Generate a directory, letters, and labels using mail merge.
- Produce long documents from rough-draft copy.

Project 4 – Creating Materials to Promote the Company
- Prepare a fax cover sheet, letterhead, and notepads using Mail Merge.
- Prepare document templates and create documents using templates.
- Create bookmarks and insert text using bookmarked ranges.
- Prepare printed and onscreen forms.
- Create a presentation from an outline.
- Add footnotes, a title page, and table of contents to a report.

Project 5 – Creating Training Presentations
- Edit and format presentations.
- Print slides, speaker's notes, handouts, and comments pages.
- Modify title, slide and notes masters.
- Create and apply a design template.
- Apply transitions and animation effects to slides.
- Create hyperlinks and save presentations for the Web.
- Deliver presentations.

Project 6 – Preparing Advertising Materials Using Desktop Publishing
- Modify a template and develop certificates from templates
- Update and print Excel worksheets.
- Use desktop publishing skills to prepare newsletters and brochures.
- Create and apply styles in documents.
- Create documents with WordArt and other graphics.
- Copy and paste data from Access files.

Project 7 – Desktop Publishing with Publisher
- Edit and format publications.
- Create and individualize calendars.
- Create a folded card.
- Apply an image control.
- Work with existing publication types.
- Use the merge feature.
- Create a website with linked pages.

Project 8 - Managing Payroll Records
- Understand basic payroll terminology.
- Use nested formulas and functions in a worksheet.
- Modify the layout and format of a worksheet.
- Freeze panes, lock cells, and protect sheets in a workbook.
- Integrate word processing and spreadsheet applications.
- Capture screens and edit pictures.
- Sort data in a worksheet.
- Summarize data in a worksheet.
- Use search engines, iPhones®, and mobile phones for Internet searches and research.

Project 9 – Managing Budgets
- Add headers and footers to worksheets
- Apply conditional formatting.
- Insert a signature line.
- Create a chart and modify its design, layout, and format.
- Create and add a digital signature.

Project 10 – Managing Business Travel Documents
- Create a travel request and expense form.
- Use controls.
- Save a macro-enabled workbook and document.
- Create a memo template and integrate worksheet data.

Project 11 – Determining Costs for Events
- Filter records.
- Sort records.
- Use Goal Seek.
- Work with Scenarios.
- Create a Presentation and Link to a Spreadsheet.

Project 12 – Performing Statistical Analyses
- Create a form with form and ActiveX controls.
- Adjust the properties of an ActiveX control.
- Use functions.
- Install an Add-in application.
- Use Analysis ToolPak.
- Prepare various types of charts.

Project 13 – Preparing Financial Documents
- Create balance sheet and income statement templates.
- Record, assign, and run macros.
- Review macro security levels.
- Use combo box form controls.
- Prepare charts.
- Save worksheets as Web pages.
- View worksheets in a Web browser.

Project 14 – Creating Presentations for Independence Day Extravaganza
- Create electronic presentations.
- Insert media.
- Apply design layouts, animations, and transitions.
- Use hyperlinks and action buttons.
- Add ActiveX controls.
- Insert and modify SmartArt.
- Combine presentations.
- Link software applications.
- Prepare presentations for online viewing.

Project 15 – Managing Guides and Their Certifications
- Create a table.
- Define data relationships.
- Define new data fields.
- Edit data field destinations.
- Design and run simple reports and queries.
- Create forms.
- Print tables and reports.
- Use Access and Word files to create merged documents.

Project 16 – Managing Equipment
- Design a database table.
- Import and append data.
- Define validation rules.
- Create a database table using a template.
- Create a total row.
- Create a memo and lookup field.
- Apply conditional formatting.
- Print records from forms.
- Create a split form.
- Create and print relationships.
- Display related records in a subdatasheet.
- Create a command button to run macros.

Project 17 – Managing Resort Operations
- Create tables and import data.
- Define validation rules.
- Redefine data relationships.
- Design queries with criteria and conditions.
- Create forms with subforms.
- Add command buttons to forms.
- Create a customer database.
- Prepare memos and emails.

Project 18 – Managing Information Requests
- Create macros to automate tasks.
- Group records in a report.
- Define fields with data types of memo and attachment.
- Publish reports as Web pages.
- Modify forms with subforms.
- Create multitable queries and reports.
- Merge a letter with multiple tables.
- Customize and protect a database.
- Create a safety presentation.

Project 19 – Capstone Project – Preparing Materials for Bridge Day
- Create a newsletter with columns, breaks, a table, hyperlinks, and media.
- Create a Word document with form and ActiveX controls and hyperlinks.
- Create a presentation with hyperlinks to motion clips and documents.
- Import and export data between applications.
- Summarize financial data.
- Create a flyer for a music concert.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. <u>Students are not allowed to bring children to class</u> and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

2. **<u>Children may not be left unattended.</u>** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

3. **<u>Disruptive children will not be allowed to interfere with college business.</u>** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Coordinator of Special Services. For more information, call or visit the Disability Services Office in Rooms 113-C or 112 at the Reese Center, ext. 4654 or 4675. On the Levelland Campus, the Disability Services Office is located in the Student Services Building, ext. 2529.

DIVERSITY STATEMENT*

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

(*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College).

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:
894-9611, ext. 2338 - Levelland Campus   ext. 4677 - LC   885-3048, ext. 2923 - Reese Center (mobile 893-5705)