

Date Adopted: September, 1965

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 101      Beginning Keyboarding**

### **I. OAD 101      Beginning Keyboarding – 3 Semester Hours**

#### **II. 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 the typewriter or microcomputer 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 memos, letters, reports, and tables.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook:      Gregg College Document Processing Complete; Lessons 1-60

Publisher:      Glenco McGraw/Hill

Authors:      Poland Ober and Hanson, et.al.

#### **Internet Course**

Software:      Greg Take Home Gdp Software

Publisher:      Glenco McGraw/Hill

Authors:      Poland Ober and Hanson, et.al.

#### **Optional**

Textbook:      Gregg College Keyboarding & Document Processing Ms Office Manual

Publisher:      Glenco McGraw/Hill

Author:      Poland Ober and Hanson, et.al.

#### **V. Course Objectives**

1. The student will be able to operate the alphanumeric keyboard using the touch control system to develop speed and accuracy.
2. The student will be able to describe the basic components of the computer and selected software and keyboarding functions, including the formatting of diskettes.
3. The student will be able to center data (horizontally and vertically), format simple memos, letters, reports and tables.
4. The student will be able to proofread copy and make necessary corrections.
5. The student will be able to save documents to diskette, retrieve from diskette, edit, and print documents.
6. The student will be able to operate the numeric keypad using the touch control system

#### **VI. Course Outline of Topics**

1. The student will be able to key from straight copy at a minimum rate of 25 wpm for three minutes with three errors or less (one word will be subtracted for each error in excess of three).
2. Given a minimum of 10 three-minute timed writings during the quarter, the student will attain the minimum speed on at least two timed writings in order to pass the course.
3. Speed Grading      35 +      = A  
                                 32 - 34 = B  
                                 29 - 31 = C  
                                 25 - 28 = D

4. Given speed and accuracy drills, the students will complete satisfactorily at least 80 percent of work assigned.
5. The student will be able to describe the basic components of the computer and selected software and keyboarding functions.
6. Given a minimum of one 100-point general information test covering computer keyboarding terminology and concepts, the student will answer correctly at least 60 percent of the questions.
7. The student will be able to center data, format simple memos, letters, reports and tables.
8. Given at least one production test involving documents to be centered, simple memos, letters, reports, and tables, the student will be able to perform with at least 60 percent accuracy within a specified period of time.
9. The student will be able to proofread copy and make necessary corrections.
10. The student will be responsible for finding and correcting typographical errors in all production assignments and tests.
11. The student will be able to save documents to diskette, retrieve, edit, and print documents.
12. Given a selected number of documents, the student will be able to save to diskette, retrieve from diskette, edit, and print such documents within a specified period of time.
13. The student will be able to operate the numeric keypad using the touch control system.
14. Given a minimum of eight timed writings on the numeric keypad, the student will be able to attain the minimum speed of 80 keystrokes per minute.
15. Speed Grading
 

130 +	= A
114 – 129	= B
97 – 113	= C
80 - 96	= D

## VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

### Suggested Grading

A.	Three-minute timed writings	20%
B.	Homework/Classwork	20%
C.	Numeric Keypad tests	20%
D.	Production & written tests	20%
E.	Final Exam	20%

## VIII. 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.

## IX. Statement on Discrimination/Harassment

The College and the Alabama State 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 or discrimination will not be tolerated.

## **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans 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. The ADA Accommodations Office is in FSC 305 (205-856-7731).

Date Adopted: September, 1965

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 103 INTERMEDIATE KEYBOARDING**

### **I. OAD 103 INTERMEDIATE KEYBOARDING – 3 Semester Hours**

#### **II. Course Description**

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

#### **III. Prerequisite**

OAD 101 or permission of instructor

#### **IV. Textbook**

Text: Gregg College Keyboarding & Doc Proc Ms Office, Lessons 61 – 120

Publisher: Glencoe McGraw/Hill

Authors: Ober, Poland, Hanson, et. Al.

#### **Internet Courses**

Software: Gregg Take Home Gdp Software

Publisher: Glencoe McGraw/Hill

Authors: Ober, Poland, Hanson, et. Al.

#### **Optional**

Text: Gregg College Keyboarding & Doc Proc Ms Office, Manual

Publisher: Glencoe McGraw/Hill

Authors: Ober, Poland, Hanson, et. Al.

#### **V. Course Objectives**

1. The student will be able to type from straight copy at the rate of 35 wpm for five minutes with five errors or less.
2. The student will demonstrate an understanding of computer fundamentals and selected software functions.
3. The student will be able to produce letters, reports, tables, and memoranda with reasonable speed and accuracy, and will be able to save documents to diskette; retrieve, edit, format, and print documents.
4. The student will be able to proofread copy and make necessary corrections.

#### **VI. Course Outline of Topics**

1. Given a minimum of ten timed writings during the quarter, the student will attain the minimum speed on at least two timed writings in order to pass the course (one word will be subtracted for each error in excess of five).
2. Speed Grading  
50 + = A  
45 - 49 = B  
40 - 44 = C  
35 - 39 = D
3. The student will demonstrate an understanding of computer fundamentals and selected software functions.

4. Given specific instructions in computer fundamentals and selected software functions, the student will answer pertinent questions with at least 60 percent accuracy.
5. The student will be able to produce letters, reports, tables, and memoranda with reasonable speed and accuracy, and will be able to save documents to diskette; retrieve, edit, format, and print documents.
6. Given a minimum of three production tests on tables, letters, memoranda, and reports, the student will produce selected documents within a given period of time with at least 60 percent accuracy.
7. The student will be able to proofread copy and make necessary corrections.
  - a. The student will be given rough draft and unarranged copy to produce correctly formatted documents.
  - b. The student will be responsible for finding and correcting unmarked and typographical errors in all production assignments and tests.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

### **Suggested Grading**

A.	Five-minute timed writings	25%
B.	Homework/classwork	25%
B.	Production/written tests	25%
C.	Final Exam	25%

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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## **X. Americans with Disabilities**

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Date Adopted: October, 1996

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 110 NAVIGATING WINDOWS**

### **I. OAD 110 NAVIGATING WINDOWS- 3 Semester Hours**

#### **II. Course Description**

This course is designed to introduce the student to the Windows environment through classroom instruction and outside lab. 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.

#### **III. Prerequisite**

OAD 101 or CIS 130 or permission of instructor

#### **IV. Textbook**

Textbook: Microsoft Windows XP: Comprehensive Service Pack 2

Publisher: Shelly, Cashman, and Forsythe, Boyd & Fraser Publishing Company

#### **V. Course Objectives**

1. The student will review introductory information about the personal computer.
2. The student will understand the function and role of Windows as a graphical user interface.
3. The student will learn efficient procedures for disk and file management.
4. The student will learn to execute operations and programs in the Windows environment

#### **VI. Course Outline of Topics**

1. The student will be able to list and describe the principal components of the computer.
  1. The student will be able to define computer hardware and software terminology.
  2. The student will learn information necessary to purchase a personal computer.
2. The student will understand the function and role of Windows as a graphical user interface.
  1. The student will define a user interface and identify the elements of a window.
  2. The student will perform basic mouse operations and understand keyboard shortcuts.
  3. The student will learn the menu structure and respond to dialog boxes.
  4. The student will define and use directory structures and directory paths.
3. The student will learn efficient procedures for disk and file management.
  1. The student will learn to organize and work with a hard disk and diskettes.
  2. The student will learn to efficiently create sub-directories.
  3. The student will be able to efficiently find, sort, list and move directory contents.
4. The student will learn to execute operations and programs in the Windows environment.
  1. The student will learn to execute Windows applications.
  2. The student will be able to execute multi-tasking applications under Windows.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

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## **X. Americans with Disabilities**

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Date Adopted: September, 1985

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 125 WORD PROCESSING**

### **I. OAD 125 WORD PROCESSING– 3 Semester Hours**

#### **II. Course Description**

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports.

#### **III. Prerequisite**

OAD 103 /or permission of instructor.

#### **IV. Textbook**

Textbook: Microsoft Word 2007 Windows Xp Ed Levels 1 & 2

Publisher: Paradigm Publishing, Inc.

Authors: Nita Hewitt Rutkosky,

#### **V. Course Objectives**

1. The student will have an understanding of word processing terminology.
2. The student will be able to operate a word processing system by using the functions and commands for the specific software package.
3. The student will be able to create tables using the key line method and customized table features.
4. The student will be able to maintain storage devices and create, save, retrieve, edit, and print files.

#### **VI. Course Outline of Topics**

1. Given at least one theory test on word processing terminology, the student must complete the test with at least 60 percent accuracy.
  - a. The student will be able to operate a word processing system by using the functions and commands for the specific software package.
2. Given exercises in which the student must use the commands, the student must complete at least 80 percent of the assigned work.
  - a. The student will be able to create tables using the keyline method and customized table features.
3. Using the formatting options available, the student will create and customize tables.
  - a. The student will be able to maintain storage devices and create, save, retrieve, edit, and print files.
4. Given documents to create, save, retrieve, edit, and print, the student must complete at least 80 percent of the documents assigned.
5. Given files to save, the student will be able to store documents on internal and external storage devices.
6. Given at least two production tests, the student must complete each test in a designated amount of time as deemed appropriate by the instructor for each particular function.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

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## **X. Americans with Disabilities**

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Date Adopted: October, 2001

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 127 Business Law**

### **I. OAD 127 Business Law – 3 Semester Hours**

#### **II. Course Description**

This course is designed to introduce the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on principles of law dealing with contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of the legal issues affecting business transactions.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook: Introduction to Law,  
Publisher: West Publishing Company  
Authors: Walston-Dunham

#### **V. Course Objectives**

1. The student will have an understanding of the historical basis of American Law
2. The student will have an understanding of the modern legal system
3. The student will have an understanding of the structure of the judicial system.
4. The student will have an understanding of the Federal and State Court Systems
5. The student will have an understanding of the Legislative branch of government
6. The student will have an understanding of the Executive Branch of government and Administrative Authority.
7. The student will have an understanding of criminal law versus civil law
8. The student will have an understanding of Jurisdiction
9. The student will have an understanding of Contracts
10. The student will have an understanding of the types of ownership
11. The student will have an understanding of Torts
12. The student will have an understanding of the major categories of business entities.
13. The student will have an understanding of estates and probate
14. The student will have an understanding of criminal law
15. The student will have an understanding of family law
16. The student will have an understanding of the Legal Professional's Role and Ethical Obligations

#### **VI. Course Outline of Topics**

1. The student will be able to demonstrate knowledge of the Constitution and Bill of Rights.
2. The student will know the difference between Statutory law, Judicial law, and Administrative law.
3. The student will be able to distinguish between the Federal, State, and Appellate Courts.
4. The student will be able to demonstrate knowledge of the Federal Court system, including the U. S. District Courts, the U. S. Courts of Appeals, the U. S. Supreme Court, Special Federal Courts, and the State court system.
5. The student will be able to describe the legislative process and the method of election of members to both houses of Congress.
6. The student will be able to describe how the members of the Electoral College are selected.

7. The student will know the difference between criminal and civil law and be able to list and describe each stage of a trial.
8. The student will be able to identify the conditions and circumstances of removal and remand of a case based on federal jurisdiction.
9. The student will be able to identify a unilateral and a bilateral contract and list the elements of a valid contract.
10. The student will be able to explain the concepts of real property, estates, tenancy, and survivorship.
11. The student will be able to distinguish negligence from intentional torts.
12. The student will be able to list the determining factors for the existence of partnerships and corporations.
13. The student will be able to list the requirements for a valid will, the grounds to contest a will, and the steps of probate.
14. The student will be able to define and distinguish the different types of crime.
15. The student will be able to explain and list the requirements for marriage, a valid antenuptial agreement, and custody issues.
16. The student will be able to identify the roles of a lawyer, a paralegal, a legal assistant, and other members of the legal support staff; the student will be able to discuss the rule of confidentiality.

#### **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

#### **VIII. 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.

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Date Adopted: October, 2001

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Date Revised: January 2008

## **OAD 137 ELECTRONIC FINANCIAL RECORDKEEPING**

### **I. OAD 137 ELECTRONIC FINANCIAL RECORDKEEPING– 3 Semester Hours**

#### **II. Course Description**

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion the student will be able to demonstrate the ability to use a microcomputer system to record financial data.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook: Computerized Accounting W/QuickBooks Pro 2007

Publisher: Paradigm

Authors: Villani

#### **V. Course Objectives**

1. The student will be able to use a recordkeeping software program.
2. The student will be able to manage revenue.
3. The student will be able to manage expenses.
4. The student will be able to setup and process payroll.
5. The student will be able to reconcile bank accounts.
6. The student will be able to customize reports and export reports to spreadsheets for further analysis.
7. The student will be able to adjust inventory quantities and values.
8. The student will be able to setup and maintain company files

#### **VI. Course Outline of Topics**

1. The student will be able to use the menus and icons to enter transactions into financial recordkeeping software.
2. The student will be able to set up customer lists, record cash sales and invoices, record payments, and process customer returns and credits.
3. The student will be able to enter expense transactions in several different ways, manage Accounts Payable transactions, create and apply vendor credits, track credit card charges and payments, and handle petty cash.
4. The student will be able to set up payroll accounts, handle typical paychecks, set up individual employee records, create paychecks for hourly and salaried employees, pay commissions to sales reps through payroll, create and print payroll tax forms, and set up year-to-date balances and a variety of payroll reports.
5. The student will be able to reconcile bank accounts, find bank reconciliation errors, and handle banking transactions during accounting periods.
6. The student will be able to create different types of reports and export reports to spreadsheets for further analysis.
7. The student will be able to use purchase orders to purchase inventory, receive inventory and match the receipt with a purchase order, and adjust inventory quantities and values.
8. The student will be able to set up custom fields for customers, vendors, and employees, set up General Ledger accounts, and verify balances and compare them with accountants' reports.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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Date Adopted: September 1968

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Date Revised: January 2008

## **OAD 138      RECORDS AND INFORMATION MANAGEMENT**

### **I. OAD 138      RECORDS AND INFORMATION MANAGEMENT- 3 Semester Hours**

#### **II. Course Description**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbooks:      Records Management W/ Practice Set

Publisher:      West

#### **V. Course Objectives**

1. The student will know the principles and procedures for filing records alphabetically and retrieving them manually.
2. The student will know three adaptations of the alphabetic method: geographic, numeric, and subject filing principles and procedures.
3. The student will have an understanding of the basic principles of records management that extend beyond the day-to-day activities in the office and will learn the principles for organizing, operating, and controlling a successful records management system.
4. The student will know the procedures for storing and retrieving card files, microrecords and computer records for special purposes by ASCII indexing rules of order.
5. The student will know the role of computerized automation in records management and will learn how records are created, stored, processed and retrieved in a computer database.

#### **VI. Course Outline of Topics**

1. Using the basic alphanumeric rules, the student will file cards and letters in correct order and then take finding tests to retrieve specific pieces within a specified time with at least 60% accuracy.
  - a. The student will know three adaptations of the alphabetic method: geographic, numeric, and subject filing principles and procedures.
2. Using the basic geographic rules, the student will file cards and letters in correct order and then take a finding test to retrieve specific pieces within a specified time with at least 60% accuracy.
3. Using the basic numeric rules, the student will prepare a numeric file and an alphabetic card file and then take a finding test to retrieve specific pieces with at least 60% accuracy.
4. Given questions on principles of alphabetic, numeric, geographic, subject, and chronologic filing methods, the student will answer with at least 60 percent accuracy.
  - a. The student will have an understanding of the basic principles of records management that extend beyond the day-to-day activities in the office and will learn the principles for organizing, operating, and controlling a successful records management system.

5. Given specific activities, the student will file and retrieve correspondence, prepare check-out records forms, and apply follow-up procedures for files.
  - a. The student will know the procedures for storing and retrieving card files, microrecords and computer records for special purposes by the ASCII indexing rules of order.
6. The student will study the procedures for storing and retrieving records on microfilm.
7. The student will list and describe special records.
8. Given test questions about the record cycle, storage on and retrieval from microfilm, the student will answer with at least 60 percent accuracy.
  - a. Given instructions in working with a computer database, the student will create, store, process and retrieve records with at least 60% accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

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## **X. Americans with Disabilities**

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## **OAD 201      LEGAL TERMINOLOGY**

### **I. OAD 201      LEGAL TERMINOLOGY – 3 Semester Hours**

#### **II. Course Description**

This course is designed to familiarize the student with commonly used legal terms. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook:      Legal Terminology W/Flash Cards  
Publisher:      Okrent  
Author:        Delmar

#### **V. Course Objectives**

1. The student will develop an understanding of legal words and terminology, definitions, synonyms, pronunciations and usage associated with the various areas of law and the three branches of government.
2. The student will develop an understanding of Latin phrases associated with the legal profession.
3. The student will develop an understanding of Legal ethics.
4. The student will be able to use such reference tools as the Black's Law Dictionary, a Legal Thesaurus, and other legal reference sources.

#### **VI. Course Outline of Topics**

1. Given a minimum of one 100 point test on terminology associated with Administrative Law, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
2. Given a minimum of one 100 point test on terminology associated with Bankruptcy, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
3. Given a minimum of one 100 point test on terminology associated with Civil Litigation, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
4. Given a minimum of one 100 point test on terminology associated with Commercial Law, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
5. Given a minimum of one 100 point test on terminology associated with Constitutional Law, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
6. Given a minimum of one 100 point test on terminology associated with Contracts, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
7. Given a minimum of one 100 point test on terminology associated with Corporations, Partnerships, and Sole partnerships, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
8. Given a minimum of one 100 point test on terminology associated with Criminal Law and Procedure, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.

9. Given a minimum of one 100 point test on terminology associated with Family law, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
10. Given a minimum of one 100 point test on terminology associated with Labor and Employment, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
11. Given a minimum of one 100 point test on terminology associated with Real Property, and Landlord/Tenant, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
12. Given a minimum of one 100 point test on terminology associated with Tax law, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
13. Given a minimum of one 100 point test on terminology associated with Torts and Personal Injury, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
14. Given a minimum of one 100 point test on terminology associated with Will, Trusts, and Estates, the student will be able to demonstrate proficiency, including spelling with a minimum of 70% accuracy.
  - a. The student will develop an understanding of Latin phrases associated with the legal profession.
15. Given Latin phrases associated with the legal profession, the student will demonstrate proficiency, including spelling and usage.
16. The student will develop an understanding of Legal ethics.
17. The student will be able to use such reference tools as the Black's Law Dictionary, a Legal Thesaurus, and other legal reference sources.
  - a. Given assignments using various reference materials and sources, the student will be able to demonstrate proficiency in use.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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## **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans 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. The ADA Accommodations Office is in FSC 305 (205-856-7731).

## **OAD 202 LEGAL TRANSCRIPTION**

### **I. OAD 202 LEGAL TRANSCRIPTION– 3 Semester Hours**

#### **II. Course Description**

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents. Prerequisite: OAD 125 or permission of instructor.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbooks: Legal Transcription W/ Cds

Publishers: Lyle

#### **V. Course Objectives**

1. The student will know the specific rules for preparing legal documents.
2. The student will know the meaning and how to use specialized legal punctuation.
3. The student will know legal terminology related to specific documents.
4. The student will have an understanding of Latin words and phrases.
5. The student will be able to format letters and memorandums.
6. The student will be able to format specialized court and non-court documents.
7. The student will be able to operate transcribing machine equipment.
8. The student will be able to design forms for specific needs.
9. The student will be able to prepare and use a table of contents.

#### **VI. Course Outline of Topics**

1. The student will be able to prepare various legal documents using specific rules for the preparation of each specialized type of document.
  - a. The student will know the meaning and how to use specialized legal punctuation.
2. Using the ASCII codes, the student will be able to insert Latin symbols and punctuation marks as needed.
  - a. The student will know legal terminology related to specific documents.
3. The student will explain legal terminology associated with the various types of legal documents prepared.
  - a. The student will have an understanding of Latin words and phrases.
4. The student will demonstrate an understanding of Latin words and phrases and apply them correctly within designated legal documents.
  - a. The student will be able to format letters and memorandums.
5. Using specific guidelines for the law office, the student will be able to correctly format letters and memorandums.
  - a. The student will be able to format specialized court and noncourt documents.
6. Using proper style and form, the student will be able to prepare court and noncourt documents.
  - a. The student will be able to operate transcribing machine equipment.

7. Given assignments for transcription, the student will be able to correctly operate a transcribing machine.
  - a. The student will be able to design forms for specific needs.
8. The student will demonstrate an understanding of the need for using forms in the law office and be able to design and prepare forms to meet specific needs.
  - a. The student will be able to prepare and use a table of contents.
9. Using designated software, the student will be able to use correct procedures for preparing a table of contents.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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## **X. Americans with Disabilities**

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## **OAD 211 MEDICAL TERMINOLOGY**

### **I. OAD 211 MEDICAL TERMINOLOGY– 3 Semester Hours**

#### **II. Course Description**

This course is designed to familiarize the student with medical terms. Emphasis is on the word root building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make medical terms easy to use. Upon completion, the student should be able to understand and use medical terminology.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook: Intro to Medical Terminology  
Publisher: Besser  
Authors: Mcg

#### **V. Course Objectives**

1. The student will develop an understanding of terminology associated with the various body systems and how prefixes and suffixes are added to word roots to extend or change their meaning.
2. The student will develop an understanding of the terminology used in expressions dealing with measurement, colors, and positions in the description of various body conditions and symptoms.
3. The student will develop an understanding of medical specialties and the various divisions of medicine.
4. The student will develop an understanding of common medical abbreviations, common drugs associated with the treatment of certain conditions, and be able to use the such reference tools as the medical dictionary and the Physician's Desk Reference.

#### **VI. Course Outline of Topics**

1. Given a minimum of one 100-point test on terminology associated with the cardiovascular system (heart and blood vessels), the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
2. Given a minimum of one 100-point test on terminology associated with the musculoskeletal system (bones, muscles and joints), the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
3. Given a minimum of one 100-point test on terminology associated with the integumentary system (skin, nails, hair), the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
4. Given a minimum of one 100-point test on terminology associated with the genitourinary system (reproductive and urinary), the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
5. Given a minimum of one 100-point test on terminology associated with the nervous system, the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
6. Given a minimum of one 100-point test on terminology associated with the respiratory system, the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.

7. Given a minimum of one 100-point test on terminology associated with the digestive and dental systems, the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
8. Given a minimum of one 100-point test on terminology associated with the endocrine system (glands), the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
9. Given a minimum of one 100-point test on terminology associated with the hemic and lymphatic systems (blood and lymph), the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
10. Given a minimum of one 100-point test on terminology associated with the sensory system, the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.
11. The student will develop an understanding of the terminology used in expressions dealing with measurement, colors, and positions in the description of various body conditions and symptoms.
12. The student will develop an understanding of medical specialties and the various divisions of medicine.
13. The student will develop an understanding of common medical abbreviations, common drug prescriptions used in the treatment of certain conditions, and be able to use the such reference tools as the medical dictionary and the Physician's Desk Reference.
  - a. Given a minimum of one 100-point test on medical specialties, common drugs, descriptions dealing with measurement, colors and positions, and the use of the common reference tools, the student will be able to demonstrate proficiency, including spelling, with a minimum of 80% accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

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## **OAD 212 MEDICAL TRANSCRIPTIONS**

### **I. OAD 212 MEDICAL TRANSCRIPTIONS– 3 Semester Hours**

#### **II. Course Description**

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Prerequisite: OAD 103 or permission of instructor.

#### **III. Prerequisite**

OAD 103or/ permission from the instructor

#### **IV. Textbook**

Textbook: Medical Transcription *Edition 3*  
Publisher: Ettinger

#### **V. Course Objectives**

1. The student will develop an understanding of the role of the medical transcriptionist as a member of the healthcare team.
2. The student will learn the basic components of a dictation/transcription system and how to assemble and operate those components for use in the medical transcription environment.
3. The student will demonstrate an understanding of common medical terminology associated with the diagnosis and treatment of certain conditions, and be able to use such reference tools as the medical dictionary and the Physician's Desk Reference.
4. The student will demonstrate an understanding of the procedures associated with the transcription and processing of a variety of correspondence and reports that are typical of those encountered in the medical environment, including the application of medical terminology, the use of English language skills, and proper document formatting.
5. The student will be able to transcribe dictation associated with a variety of medical specialties, including dermatology, urology, gastroenterology, cardiology, endocrinology, orthopedics, obstetrics and gynecology, neurology, psychiatry, pathology, and radiology.
6. The student will be able to proofread, edit and revise medical documents.

#### **VI. Course Outline of Topics**

1. The student will learn the basic components of a dictation/transcription system and how to assemble and operate those components for use in the medical transcription environment.
2. The student will demonstrate an understanding of common medical terminology associated with the diagnosis and treatment of certain conditions, and be able to use such reference tools as the medical dictionary and the Physician's Desk Reference.
3. The student will demonstrate an understanding of the procedures associated with the transcription and processing of a variety of correspondence and reports that are typical of those encountered in the medical environment, including the application of medical terminology, the use of English language skills, and proper document formatting.
4. The student will be able to transcribe dictation associated with a variety of medical specialties, including dermatology, urology, gastroenterology, cardiology, endocrinology, orthopedics, obstetrics and gynecology, neurology, psychiatry, pathology, and radiology.

5. The student will be able to proofread, edit and revise medical documents.
  - a. The student will complete at least 80% of the laboratory assignments and assigned class work, including transcription practice exercises.
  - b. Given a minimum of three tests on medical dictation, involving case histories, physical exams, chart notes, office and procedure notes, discharge summaries, consultation, operative and pathology reports from a variety of medical specialties, the student will be able to demonstrate proficiency in spelling, punctuation, terminology, and appropriate formatting, by processing such dictation with a minimum of 80% accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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## **X. Americans with Disabilities**

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Date Adopted: October, 2001

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 215 HEALTH INFORMATION MANAGEMENT**

### **I. OAD 215 HEALTH INFORMATION MANAGEMENT– 3 Semester Hours**

#### **II. Course Description**

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records, coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook: Medical Insurance Coding, ISBN # 0-07-824765, Workbook- ISBN # 0-07-824764-0

Publisher: Glenco McGraw/Hill

Author: Bayes, Keller, Valerius

#### **V. Course Objectives**

1. The student will have an understanding of medical offices and the health care industry
2. The student will be able to process claims and understand compliance of federal and state laws
3. The student will demonstrate an understanding of medical coding guidelines and principles
4. The student will use computer software to manage patient records
5. The student will demonstrate an understanding of various private and government insurance plans, Medicare, Medicaid, Workers' Compensation and be able to submit claims

#### **VI. Course Outline of Topics**

1. Given a minimum of one theory test on medical office and insurance terminology, the student must complete with at least 80 percent accuracy.
2. The student will be able to process claims and understand compliance of federal and state laws
3. Given a minimum of one test on processing claims and complying with federal guidelines, the student must complete with 100 percent accuracy.
4. The student will demonstrate an understanding of medical coding guidelines and principles.
5. Given assigned indexing and coding problems involving locating codes for various diseases and conditions, the student must complete with 100 percent accuracy.
6. The student will use computer software to manage patient records
7. Given laboratory practice exercises using medical software, the student will be able to demonstrate an understanding of patient billing, coding, insurance claims and management of patient records.
8. The student will demonstrate an understanding of various private and government insurance plans, Medicare, Medicaid, Workers' Compensation and be able to submit claims
9. Given assigned class work activities involving a variety of health care payers and a minimum of one test on private and government-sponsored insurance programs, the student must complete with 80 percent accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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## **X. Americans with Disabilities**

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Date Adopted: October, 2001

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 216      ADVANCED HEALTH INFORMATION MANAGEMENT**

### **I. OAD 216      ADVANCED HEALTH INFORMATION MANAGEMENT–3 Semester Hours**

#### **II. Course Description**

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records, coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook:      Medical Insurance Coding, ISBN # 0-07-824765, Workbook- ISBN # 0-07-824764-0

Publisher:      Glenco McGraw/Hill

Author:        Bayes, Keller, Valerius

#### **V. Course Objectives**

1. The student will have an understanding of medical offices and the health care industry
2. The student will be able to process claims and understand compliance of federal and state laws
3. The student will demonstrate an understanding of medical coding guidelines and principles
4. The student will use computer software to manage patient records
5. The student will demonstrate an understanding of various private and government insurance plans, Medicare, Medicaid, Workers' Compensation and be able to submit

#### **VI. Course Outline of Topics**

1. Given a minimum of one theory test on medical office and insurance terminology, the student must complete with at least 80 percent accuracy.
2. The student will be able to process claims and understand compliance of federal and state laws
3. Given a minimum of one test on processing claims and complying with federal guidelines, the student must complete with 100 percent accuracy.
4. The student will demonstrate an understanding of medical coding guidelines and principles.
5. Given assigned indexing and coding problems involving locating codes for various diseases and conditions, the student must complete with 100 percent accuracy.
6. The student will use computer software to manage patient records
7. Given laboratory practice exercises using medical software, the student will be able to demonstrate an understanding of patient billing, coding, insurance claims and management of patient records.
8. The student will demonstrate an understanding of various private and government insurance plans, Medicare, Medicaid, Workers' Compensation and be able to submit claims
9. Given assigned class work activities involving a variety of health care payers and a minimum of one test on private and government-sponsored insurance programs, the student must complete with 80 percent accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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## **X. Americans with Disabilities**

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Date Adopted: January, 1995Date Reviewed: January 2008Date Revised: January 2008**OAD 217 OFFICE MANAGEMENT****I. OAD 217 OFFICE MANAGEMENT – 3 Semester Hours****II. Course Description**

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolutions skills. Upon completion, the student should be able to demonstrate use of the tools necessary for effective supervision of people and technology in the modern office.

**III. Prerequisite**

None

**IV. Textbook**

Textbook: Administrative Office Management Complete Course

Publisher: Odgers

Authors: Sw

**V. Course Objectives**

1. The student will be able to demonstrate an understanding of the flow of information in an office through the document processing cycle and the equipment and procedures associated with each stage of the cycle.
2. The student will be able to demonstrate an understanding of the changes in the traditional office workplace caused by advances in modern technology and how this technology has changed the structure of jobs in the office.
3. The student will be able to demonstrate the need for integration of separate/discrete office functions such as word processing, data processing, and telecommunications.
4. The student will be able to describe the procedures to be followed involved in planning for and implementing change in an office environment.
5. The student will be able to demonstrate an understanding of the impact of the changing office environment on career planning and the need for training in advanced automated processes.
6. The student will be able to demonstrate an understanding of the importance of social, psychological, ethical, personal and professional skills and behaviors as well as office design and layout, in implementing a productive work environment.
7. The student will be able to demonstrate an ability to communicate, both orally and in writing.

**VI. Course Outline of Topics**

1. The student will be able to describe the ways in which documents originate as input for the processing cycle.
2. The student will be able to explain voice processing as a technology utilized in the modern electronic/automated office environment.
3. The student will be able to compare/contrast the major input types, methods, and devices used in the document processing cycle.

4. The student will be able to describe the specialized equipment utilized with word/information processing systems and the variety of configurations for such equipment: stand-alone, shared, networked, distributed logic, microcomputer based, and multi-function workstations.
5. The student will be able to describe currently available reprographic equipment and systems, including intelligent copiers, duplicators, and printing devices used to output information.
6. The student will be able to describe the channels through which information may be distributed or transmitted, including traditional distribution services, the technologies associated with electronic communication and telecommunication systems, and the application of such technologies in the communication/distribution of office information.
7. The student will be able to demonstrate an understanding of the changes in the traditional office workplace caused by advances in modern technology and how this technology has changed the structure of jobs in the office.
  - a. The student will be able to describe the historical evolution of the term "word processing" and how advances in technology have caused an expansion in this concept to involve "information processing".
  - b. The student will be able to describe the effects of office automation on the traditional roles and responsibilities of managers, professionals, and support personnel.
  - c. The student will be able to compare/contrast productivity in the traditional office with that of the modern electronic/automated office.
8. The student will be able to demonstrate the need for integration of separate/discrete office functions such as word processing, data processing, and telecommunications.
  - a. The student will be able to identify the computer as a tool used in the electronic office to help professionals accomplish office tasks more efficiently and effectively.
9. The student will be able to recognize and describe categories of information support tools, the capabilities, limitations, and practical applications of software.
  - a. The student will be able to distinguish between the two broad categories of software: systems software and applications software.
10. The student will be able to describe the role of database management software in managing information and providing variables for personalized documents.
11. The student will be able to identify and/or define such text enhancement features as bold, underline, italic, superscript and subscript, and describe the role of these features in document processing.
12. The student will be able to describe the role of such software features as automatic headers, footers and pagination in document processing.
13. The student will be able to describe the role of electronic reference tools such as spell check, hyphenation, thesaurus, and style checkers in document preparation.
14. The student will be able to describe the process involved in preparing repetitive documents using boilerplate paragraphs.
15. The student will be able to describe the role of database management software in managing information and providing variables for personalized documents.
16. The student will be able to describe the role of spreadsheet and graphics software in the manipulation, analysis, and interpretation of data for documents and reports.
  - a. The student will be able to describe the role of integrated software in eliminating the re-entry of previously stored information.
17. The student will be able to explain the need for integration of separate/discrete office functions such as word processing, data processing, and telecommunications.
18. The student will be able to describe the procedures to be followed involved in planning for and implementing change in an office environment.
  - a. The student will be able to explain the need for feasibility studies.
  - b. The student will be able to describe the decision-making process for making equipment selections.

- c. The student will be able to explain the need for standardized procedures in the electronic/automated office.
19. The student will be able to demonstrate an understanding of the impact of the changing office environment on career planning and the need for training in advanced automated processes.
- a. The student will be able to identify and/or describe new career paths, job opportunities, and trends for the electronic/automated office.
  - b. The student will be able to describe skills, technical knowledge, and abilities required of workers in the electronic/automated office.
20. The student will be able to demonstrate an understanding of the importance of social, psychological, ethical, personal and professional skills and behaviors as well as office design and layout, in implementing a productive work environment.
- a. The student will be able to describe desirable social skills, attitudes and behavior that indicate a readiness for becoming a productive employee in a culturally diverse workplace.
  - b. The student will be able to explain the need for and benefits of team work in accomplishing goals.
  - c. The student will be able to describe effective decision-making techniques.
  - d. The student will be able to describe psychological factors that serve as motivators for office employees.
  - e. The student will be able to demonstrate an understanding of effective self-management techniques.
  - f. The student will be able to describe effective time management techniques and other methods to reduce stress in the workplace.
  - g. The student will be able to identify important abilities, attitudes, and behaviors of supervisory office support personnel.
  - h. The student will be able to identify ergonomic considerations and elements of office design and layout, such as color, furniture and arrangement, room temperature, and noise that impact on worker efficiency.
  - i. The student will be able to identify physical factors associated with equipment and furniture design that affect the health of office workers.
21. The student will be able to demonstrate an ability to communicate, both orally and in writing.
22. Given a minimum of three written tests, one oral and one written report, two projects utilizing integrated software, the student will be able to perform with an average minimum accuracy level of 60 percent for a grade of "D".

## VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## VIII. 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.

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## **OAD 230 ELECTRONIC PUBLISHING**

### **I. OAD 230 ELECTRONIC PUBLISHING – 3 Semester Hours**

#### **II. Course Description**

This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software (MS Publisher 2000) to design and print high-quality publications such as newsletters, brochures, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

#### **III. Prerequisite**

OAD 125/ or permission of instructor.

#### **IV. Textbook**

Textbook: Microsoft Office Publisher 2007 Complete,  
Publisher: Shelly Cashman  
Author: Shelly Cashman/Starks

#### **V. Course Objectives**

1. The student become familiar with publishing and layout concepts as presented in MS Publisher.
2. The student will learn to design publishing projects such as, newsletters, brochures, forms and flyers.
3. The student will be able to perform document management tasks.

#### **VI. Course Outline of Topics**

Students enrolled in this course will complete the following objectives. Grades for the course will be based upon class assignments, written examinations, and performance tests. To receive a passing grade for the course, the student must achieve an average score of at least 60% on all work.

1. The student will be able to identify and describe concepts and terminology of this electronic publishing program.
2. The student will learn to design publishing projects such as, newsletters, brochures, forms and flyers.
3. The student will design many publications utilizing the following concepts:
4. Using Publisher wizards
5. Using Publisher templates
6. Using graphics, WordArt and other objects in publications
7. Using web concepts and html formatting in creating and saving publications
8. The student will be able to perform document management tasks.
9. The student will be able to create, select, and modify font and typeface characteristics in publications.
10. The student will be able to demonstrate an understanding of the role of graphic design and image scanners in producing publications..
11. The student will be able to create and apply styles and/or templates to publications.
12. The student will be able to apply multi-chapter features such as tables, forms, indexes, and page numbering to publications.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

The College and the Alabama State 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 or discrimination will not be tolerated.

## **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans 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. The ADA Accommodations Office is in FSC 305 (205-856-7731).

Date Adopted: September, 1986

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 232 THE ELECTRONIC OFFICE**

### **I. OAD 232 THE ELECTRONIC OFFICE– 3 Semester Hours**

#### **II. Course Description**

This course is designed to enable the student to develop skills in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

#### **III. Prerequisite**

Prerequisite: OAD 125 or permission of instructor

#### **IV. Textbook**

##### **Required:**

Textbook: Microsoft Excel 2007 Level 1&2 Win Xp Version Benchmark

Publisher: Paradigm

Author: Rutkosky

Textbook: Microsoft Access 2007 Windows Xp Version Level 1Benchmark

Publisher: Paradigm

Author: Rutkosky

#### **V. Course Objectives**

1. The student will be able to demonstrate an understanding of terminology associated with the electronic office and to list and describe major applications for the computerized equipment in the Electronic Office lab.
2. The student will be able to perform management tasks associated with system operation and the proper handling of internal and external storage media.
3. The student will be able to utilize the database component of an integrated office suite to record data and generate queries and reports.
4. The student will be able to utilize the word processing, spreadsheet, database, and presentation features of an integrated office suite to produce appropriately formatted business communications (letters, memorandums, reports, and presentations).
5. The student will be able to utilize the internal communication features of a networked computer system to distribute messages and documents electronically .
6. The student will be able to utilize the office management features of a networked computer system to create and maintain calendars, schedule meetings, and log mail.

#### **VI. Course Outline of Topics**

1. Given a minimum of one 100 point general information tests the student will be able to accomplish the following with at least 60 percent accuracy:
  - a. Define key terms associated with the electronic office.
  - b. Describe the computerized equipment located in the Electronic Office lab.
  - c. List the major applications for the computerized equipment in the electronic office lab.
2. The student will be able to perform management tasks associated with system operation and the proper handling of internal and external storage media.

3. The student will be able to perform initializing and power off operations for a networked computer system, format and label diskettes, transfer files between internal and external media, and monitor and control system activity.
4. The student will be able to utilize the database component of an integrated office suite to record data and generate queries and reports.
5. Given a minimum of one performance test, the student will be able to utilize the database and merge features of an integrated office suite to record, and display data, and to generate queries and reports with at least 60 percent accuracy.
6. The student will be able to utilize the word processing, spreadsheet, database, and presentation features of an integrated office suite to produce appropriately formatted business communications (letters, memorandums, reports, and presentations).
7. Given a minimum of one performance test, the student must follow proper procedures to import, embed, and integrate files created in the word processing, spreadsheet, database, and presentation components of integrated office software to produce appropriately formatted letters, memorandums, reports, and presentations.
8. The student will be able to utilize the internal communication feature of a networked computer system to send and receive messages and documents electronically.
9. Given a minimum of one performance test, the student will be able to transmit and receive electronically messages and previously prepared documents to other system users with at least 60 percent accuracy.
10. The student will be able to utilize the office management features of a networked computer system to create and maintain calendars, schedule meetings, and log mail.
11. Given a minimum of one performance test, the student will be able to record calendar information, schedule meetings, and log mail with at least 60 percent accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

## **IX. Statement on Discrimination/Harassment**

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## **X. Americans with Disabilities**

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## **OAD 242 - OFFICE INTERNSHIP**

### **I. OAD242 - OFFICE INTERNSHIP – 3 Semester Hours**

#### **II. Course Description**

Office Internship is a course that allows the student to work part time for one quarter in a closely related job. Three hours of credit are awarded for each fifteen contact hours per week spent on the job. Supervision is provided by the employer and a college representative.

#### **III. Prerequisite**

PERMISSION OF INSTRUCTOR

#### **IV. Textbook**

No Textbook

#### **V. Course Objectives**

1. The student will gain on-the-job experience in an office situation.
2. The student will use skills acquired through courses taken.
3. The student will use actual work experience to acquire skills needed to obtain a full-time position upon completion of OAD program.

#### **VI. Course Outline of Topics**

1. The student will work a minimum of fifteen hours a week and gain actual office experience.
2. The student will use skills learned in OAD classes to perform the work required.
3. The student will gain experience in his/her field.

#### **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

#### **VIII. 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.

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Date Adopted: February 2000

Date Reviewed: January 2008

Date Revised: January 2008

## **OAD 231 OFFICE APPLICATIONS**

### **I. OAD 231 OFFICE APPLICATIONS– 3 Semester Hours**

#### **II. Course Description**

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

#### **III. Prerequisite**

Permission of the Instructor

#### **IV. Textbook**

Textbook: Microsoft Office PowerPoint 2007: Comprehensive

Publisher: Shelly Cashmen

#### **V. Course Objectives**

1. The student will become familiar with presentation graphics concepts and terminology as presented in Microsoft PowerPoint.
2. The student will learn how to design business-like presentations using various MS PowerPoint features.
3. The student will demonstrate skills in oral communication through the presentation of a MS PowerPoint project.

#### **VI. Course Outline of Topics**

1. The student will be able to identify and describe concepts and terminology of presentation graphics program.
2. The student will learn how to design business-like presentations using various MS Powerpoint features.
3. The student will design many presentations utilizing the following concepts:
  - a. use design templates and auto layouts to create a presentation
  - b. use outline view and clip art to create slide show
  - c. create presentations on the web
  - d. use embedded visuals in presentations
  - e. use WordArt, text effects, and animation in presentations
4. The student will be able to maintain storage devices and create, save, retrieve, edit and print presentations.
5. The student will demonstrate skills in oral communication through the presentation of a PowerPoint project.

**Given instruction concerning oral communication and presentation, the student will orally deliver at least one PowerPoint presentation.**

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. 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.

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