

TCS-305/505

Office Automation Technology

Three (3) Credit Hours
Syllabus for Spring 2009

Instructor: Kevin Olson
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Office Hours: As posted and by appointment
Text: Principles of Information Systems, Sixth Edition
By Ralph Stair
ISBN: 0-619-06489-7
Section 001: 122 Communications Technologies
Class Hours: Mondays, Wednesdays, and Friday from 1:25 PM to 2:20 PM
Additional Hours As Required

Catalog Description

Automation information concepts and technology used in offices. Including both communication, storage and retrieval systems. Emphasis on cost effective selection and implementation problems.

Prerequisites

None

Course Objectives

1. Gain an understanding of current trends in the area of office automation.
2. Become conversant with the terminology associated within the field of office automation, computing, and information technology.
3. Develop the ability to analyze information system needs of office personnel, and specify information system solutions based on the identified need(s).
4. Become familiar with a variety of vendor products and solutions for the automated office environment.
5. Become comfortable with electronic means of communication in an office environment including e-mail and the Internet.
6. Become knowledgeable about ergonomic and human safety factors relative to the modern office environment.
7. (For Graduate Students) See the Instructor to discuss an appropriate project.

Final Examination

The Final Examination for this course is scheduled for Thursday, May 14, 2009, from 12:00 to 1:50 PM. You are required to be in attendance during this time. If you are not, your final grade will be penalized two (3) full letter grades (e.g. an 'A' will become a 'D'). Only the Dean of Students of the University of Wisconsin – Stout has the ability to make an exception to this.

Evaluation and Grading Scale

Chapter Quizzes	30%
In-Class Assignments and Quizzes	15%
Formal Papers and Formal Presentations	15%
TISAP Presentation and Paper	25%
Midterm Examination	5%
Final Examination	10%
<hr/> Total	<hr/> 100%

Grading Scale

Average	Final Grade
100.0% to 90.0%	A
89.9% to 80.0%	B
79.9% to 70.0%	C
69.9% to 60.0%	D
<59.9%	F

Evaluation Expectations

Students will be evaluated on projects, presentations, exams/quizzes, and discussion preparation and participation. Students are expected to turn in first-class work. Correct spelling is required on all material handed in for evaluation. Other expectations include no late work without prior approval, being on time to all lectures and labs, all assignments handed in must be original work, no makeup exams, and quizzes may not be made up for any reason.

Incompletes for the Course

Incompletes for this course will not be given. Only exception is an approval for an incomplete issued by the Dean of Students or by the Dean of the College of Science, Technology, Engineering, and Mathematics.

Drop Policy for the Course

This comes directly from the UW-Stout Student Handbook. If a student drops a course within the first ten (10) class days of the start of the semester, the course will be removed completely from the student's record. If a student drops the course before the mid-point of the course and after the tenth (10) day of class, the student will receive a grade of a "WS" or a "WU." If a student drops the course after the mid-point of the semester, the student will receive a grade of an "F."

Instructor's Policies and Procedures

1. Attendance

If you are not in class you can't participate in the learning. You (the student) are responsible for all material assigned/presented regardless of attendance.

2. Academic Honesty

Students are encouraged and expected to conduct themselves in conformance with the highest standards concerning academic honesty. In a learning community it is assumed and expected that academic honesty is practiced, that the work we sign and submit for credit, as individuals or team members, is our own work. Any student who engages in any type of academic misconduct (cheating) during this course will, at a minimum, receive a failing grade in the course. Depending on the gravity of the academic misconduct, other University sanctions may be sought as well.

Academic Misconduct includes, but not limited to cheating on an exam, submitting a paper or assignment as one's own when part or all of the paper or assignment is the work of another, stealing examinations or course materials, submitting work previously presented in another course, or knowingly and intentionally assisting another in any of the above. Further information can be found at www.uwstout.edu/resolve/uic.html

Some of the tools that may be utilized in this course to check for Academic Honesty are, but not limited to, searches in a search engine (e.g. Google), originality checks (e.g. TurnItIn.com), and other tools as needed.

3. Early Examinations

There may times when extenuating circumstances present themselves and an examination may be given early. Arrangements need to be made as soon as possible with the instructor to arrange for the early examination and must be made prior to the scheduled examination time. The instructor reserves the right to give an oral examination for the early examination.

4. Make-Up Examinations

Students will be allowed to make examinations only with the approval of the Dean of Students of the University of Wisconsin – Stout. Upon the Dean's approval, a time will be scheduled to retake the examination. If the student fails to take the examination as scheduled or to get the Dean of Student's approval for a make-up examination, the student will receive a zero (0) for the examination.

5. Late Assignments and Missed Lab Work

Late assignments and missed lab work will **NOT** be accepted. To receive full credit for late work, an excuse issued by the Dean of Students is required.

6. Email Communications

All communication by e-mail will be done via your official Stout email account (i.e. you@uwstout.edu). E-mail originating from any non-uwstout.edu account will be ignored and not responded to. The time on the UW-Stout mail server is the official time stamp of your email. The subject line of any email to the instructor should include the UW-Stout course number. E-mails without out the course number will most likely be processed as junk mail and not be read.

7. **Cell Phones**

Cell phone usage will not be permitted in class. Either silent your cell phone or turn the power off on your cell phone.

The instructor realizes that there may be extenuating circumstances and you may have to leave your cell phone on for a phone call. If this is the case, please try to use vibrate mode. If you leave the ringer on, please silence the cell phone immediately. Please do not talk in the class room, kindly retire to the hallway to have your conversation.

If you accidentally leave your phone on, please silence it immediately.

8. **Class Cancellation**

If the instructor is has to cancel the class, there will be a message posted outside the classroom door. If the instructor can not make the class, the instructor will try and have a substitute instructor lead the class.

9. **School Closings**

The UW-Stout's policy on school closing for bad weather is that the University will not close. Always assume class will be conducted on bad weather days.

Use your judgment on traveling to UW-Stout in bad weather. Your safety is first, then class. If the weather is bad enough that you should not be traveling, do not travel. If you will not be making a class do to bad weather, please call or email the instructor as soon as possible.

10. **Label Work**

All work turned in for grading to the instructor must have your name clearly on the front of the work. If your name is not on the work turned in, you will not get credit.

11. **Laptop Computers**

As this is a technology course, it is expected that you will bring your laptop to every class. Laptop use will be integrated into the class. Laptop etiquette will be observed in class at all times.

12. **Formal Papers and Formal Presentations**

All Formal Papers and Formal Presentations will follow the guidelines set forth and available in Learn@Stout

By enrolling and participating in this course, you agree to these terms and expectations as set forth in this course syllabus. If you cannot agree to these terms and expectations in this course syllabus, you have the right to withdraw from this course.