Nashville State Community College  
Business & Applied Arts Division  
Office Administration  

Master Course Syllabus  

This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.  

Course Title: OAD 2950 – Office Professional Capstone  
3 Credits  
3 Class Hours  

A second-year capstone course that emphasizes the integration of the student's knowledge and application of office skills. Topics include office-related assignments using word processing, database, spreadsheet, and presentation software, as well as appropriate office procedures. An exit exam will be administered at the end of the semester as a means of assessing program outcomes. This course should be taken during the last semester before graduation.  

Prerequisite(s): OAD 1116, OAD 1117, OAD 1225, OAD 1235, OAD 2125 and OAD 2840  

Semester Availability: Spring  

Not part of a Tennessee Transfer Pathway  

Instructor Information:  
Name:  
Email:  
Office Phone:  
Office Location:  
Office Hours:  

Textbook and Other Materials:  
Textbook:  

Supplies:  
• Students will need access to Office 2013. All assignments must be submitted as a file developed using Office 2013. Other software files (for example, Office 2010 or Open Office) will not be graded.
An electronic storage device such as a flash drive or a computer’s hard drive to save files while they are being created and stored.
Internet access and a computer.

Course Outcomes:
Upon successful completion of this course, students should be able to:
- Use Word, Excel, Access, and PowerPoint applications in Office 2013 to prepare documents usable in a professional setting.
- Apply knowledge of grammar and standard U.S. English when editing and proofreading documents similar to those found in professional office settings.
- Execute projects in a manner which is effective in professional office settings.
- Complete the OAD Exit Exam with a score better than 70.

Course Competencies:
The following are detailed course competencies intended to support the course outcomes:
- Plan and execute a project efficiently.
- Complete a project planning Worksheet
- Track time used to complete a project
- Complete projects working alone, with another person, and projects that work with frequently changing information.
- Identify appropriate resources to problem-solve in the contemporary office.
- Use Word, Excel, and Access to create, edit, and manage professional documents.
  - Create and apply graphics appropriately.
  - Create and use Excel spreadsheets to track information such as expenses.
  - Create and use Excel spreadsheets to calculate and use statistics.
  - Create, query and use Access databases to track information.
- Edit and proofread professional documents.
  - Identify keyboarding errors.
  - Divide words appropriately when needed.
  - Apply standard rules of capitalization.
  - Apply standard rules of abbreviation.
  - Apply standard rules of number expression.
  - Identify errors in sentence construction
  - Identify appropriate pronouns and connect with antecedents.
  - Rewrite text to meet standards of parallelism and misplaced modifiers.
  - Identify and correct comma errors.
  - Identify and correct punctuation errors.
  - Identify and correct errors in document formatting.
  - Apply the proofreading process to electronic files.
- Identify professional organizations related to the profession of an administrative assistant.

The following are general education competencies which support the course outcomes:
- Write clear, well-organized documents.
- Locate, evaluate, and use multiple sources of information.
- Prepare and deliver well-organized oral presentations.
- Apply mathematical concepts to problems and situations.
- Use critical thinking skills.
- Use and adapt current technologies.
Topics to Be Covered:

<table>
<thead>
<tr>
<th>Module</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Lessons 1 and 2: Apply Word 2013 functions to office projects</td>
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<tr>
<td></td>
<td>Lessons 3 and 4: Apply Excel 2013 to office projects</td>
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<td></td>
<td>Lesson 5: Integrate Word and Excel 2013 into office projects</td>
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<td>Lesson 6: Apply Access 2013 to office projects</td>
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<td></td>
<td>Lesson 7: Apply Word, Excel, and Access to large office projects.</td>
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<tr>
<td>Unit 2</td>
<td>Lessons 8 – 12: Proofreading and Editing Skills</td>
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<td>Unit 3</td>
<td>Lesson 13: Interview of a working professional</td>
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<td></td>
<td>Lesson 14: Presentation on a current business title</td>
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Course Assessments:
The following performance assessments will be used to demonstrate students’ understanding, knowledge and skills:

Tests: There are three major exams. Students will take all tests at a NSCC approved test center without the use of notes or other materials. Each NSCC campus has a test center. Check the college website for details on each.

Assignments/Quizzes: Students will complete quizzes and assignments which are designed to help students use the skills related to each week’s content. Students may use the quizzes and assignments as a gauge of their readiness for the related exam.

Projects: Students plan and execute two major projects during the semester.

Exit Exam: The final exam for this class is the program Exit Exam. It is given near the end of the semester but prior to exam week.

Grading Policy

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Percentage of Course Grade</th>
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<tbody>
<tr>
<td>Tests (three)</td>
<td>30%</td>
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<tr>
<td>Assignments/Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Projects</td>
<td>20%</td>
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<tr>
<td>Exit Exam</td>
<td>40%</td>
</tr>
</tbody>
</table>

Grading Scale:

<table>
<thead>
<tr>
<th>Letter Grade Earned</th>
<th>Calculated Course Average</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100 %</td>
</tr>
<tr>
<td>B</td>
<td>80 -- 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 -- 79%</td>
</tr>
<tr>
<td>D</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 65%</td>
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</tbody>
</table>
Make-up procedures for missed assignments and work.
To protect the privacy, security, and integrity of students’ work, no assignments are accepted via email. All assignments must be submitted to the appropriate assignment box within NS Online. This allows the grade to be attached to the submitted work within the grading system.

For further explanation of make-up procedures, students should reference the syllabus of their particular section instructor.

Attendance Policy
A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

Student Communication Channels
It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 615.353.3721.

Classroom Misconduct
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.
Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

**Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

**Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use...
their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.