ADMINISTRATIVE TECHNOLOGIES II
Course Syllabus

Course Number: TTC-0114
OCAS Code: 8104
Course Length: 120 Hours
Career Cluster: Business, Management & Administration, Finance
Career Pathway: Administrative & Information Support, Business Financial Management & Accounting
Career Major(s): Administrative Assistant, Full Charge Bookkeeper, Medical Office Assistant, Microsoft Certified Application Specialist
Pre-requisite(s): Administrative Technologies

Course Description:
This course builds on the Fundamentals of Administrative Technology skills and will provide students with the ability to utilize, analyze and manipulate data through a database application. The integration of multiple applications will build critical thinking skills as students utilize the appropriate applications needed to complete case projects.

Textbooks:
Microsoft Office 2007: Essentials Series and Comprehensive Series, Stolins, Fehl, Hakola, Murphy, Labryrinth Learning

Course Objectives:

A. Demonstrate Automation and Integration.
1. Discuss the conversion, import, export, and linking abilities in an Access database, including MSDE, XML, HTML, Word, Excel, and text files.
2. Add and/or edit hyperlinks to reports and forms.
3. Discuss scalability features.

B. Manipulate Data.
1. Discuss the different query options using the different views, including performing calculations in queries and using expression.
2. Create and manipulate tables and reports using the different join properties.

C. Understand Database Concepts.
1. Define and modify field types, including renaming fields, changing field properties, field size and values.
2. Create and modify one-to-many relationships.
3. Specify and enforce referential integrity.  
4. Create and modify tables.

D. Plan and Design a Database.  
1. Data Integrity
2. Database Normalization
3. Database Structure
4. Database Templates
5. Logical Architecture
6. Physical Architecture

E. Create Forms and Input Data.  
1. Create an input mask to control how data is entered in field or control.
2. Create and edit a list box.
3. Create and modify forms.
4. Create and modify calculated controls.

F. Deal with Multi-User Issues.  
1. Create and manage a shared database.
2. Identify the types of tables utilized in Access, such as ODBC.

G. Create Reports and Input Data.  
1. Make dynamic changes in reports.
2. Create and modify controls.
3. Create and modify reports.
4. Describe the relationship of a subreport to a main parent report, both bound and unbound.

H. User Interface and Application Refinement.  
1. Define and run the various types of macros.
2. Compact and Repair an Access database.
3. Utilize the wizards available in Access to perform specific operations.
4. Utilize the filter options to manage information.
5. Describe how a PivotTable control is managed in a Data Access Page.

I. Understand VBA.  
1. Utilize the debug function in Access.
2. Develop a working knowledge of code for the following situations:
   a. .MoveNext method
   b. Resolving conflicting records/errors
   c. Declaring variables to store data as related to data types
   d. Built-in procedures
   e. Retrieval of information
   f. Dynamically run and SQL statement string

Presentation Fundamentals – 20 hours

J. Create Presentations.  
1. Identify the different views of a presentation.
2. Describe the different uses for different views.
3. Demonstrate how to change slide and handout orientation.
4. Describe how to Open, Edit, Close, Print, and Save presentations.
5. Use AutoContent and the AutoContent Wizard.
6. Understand how to use Slide Design Templates.
7. Apply slide show transitions, backgrounds, animation schemes and text
8. Identify pointer options when viewing a presentation.

K. Utilize Help & Research.
1. Identify how to set up your Office Assistant to show the Tip of the Day at startup.
2. Know the meaning of the various help and research icons (images).

L. Become Familiar with the Menu Bar.
1. Understand linking to an Excel spreadsheet.
2. Insert an Excel data range as a link.
3. Utilize spell check for acronyms in a presentation.
4. Apply animation to an object using the menu bar.

M. Set Up Slides.
1. Insert HTML signatures on slides.
2. Insert/edit slide numbers on presentations.
3. Utilize placeholders to insert text.
4. Apply various layouts to slides.
5. Troubleshoot image use in presentations.
6. Utilize headers and footers to insert information.
7. Apply text formatting options and their icons.

N. Use Slide Show Enhancements/Changes.
1. Discuss the purpose of Custom Shows.
2. Identify the groups of Animation Schemes available and the colors utilized to make up the schemes.
3. Apply animation to slides.
4. Quickly and efficiently change from one slide show to another.
5. Adjust the speed of slide transitions.
6. Apply voice recordings to presentations.

O. Edit Text/Objects.
1. Demonstrate how to manipulate objects.
2. Demonstrate how to increase the text size on bulleted lists and manipulate the order of bulleted items.
3. Describe how to add and move text.
4. Identify how to find, replace, and review text and fonts.
5. Demonstrate how to move/copy/cut/paste/paste special and utilize shortcut keys to perform tasks.
6. Describe how to modify text size, alignment, spacing, and color.
7. Explain implications to color and formatting when importing from presentation to presentation.
8. Send items from a slide to another application and from another application to a presentation slide.
9. Convert from one type of chart to another.
10. Format text within object.
11. Insert charts into existing slides.

P. Manage & Deliver a Presentation.
1. Discuss the package for CD utility features and limitations.
2. Preview and publish a presentation on the Web.
3. Manage file size for emailing large presentations.
4. Export PowerPoint outlines to other applications.
5. Utilize a PowerPoint presentation to create a Word document.
6. Place an HTML signature on every slide.

Q. Publish Presentation Documents.
1. Identify the maximum number of slides per page when printing handouts.
2. Demonstrate the different page presentation options.
3. Print presentations for various uses: overhead transparencies, handouts, speaker notes, etc.
4. Align and edit objects, graphics, and text on a slide.
5. Add page numbers to slides.
6. Insert photos into a slide presentation.
7. Utilize drawing tools to create and share drawn objects.

R. Utilize the Task Pane.
1. Identify which task pane enables you to access Animation schemes.
2. Determine how to access the Office Clipboard and understand the purpose and limitations of the feature.
3. Demonstrate how to create a duplicate presentation.
4. Utilize the short cut key to access the Office Clipboard.

S. Understand Workgroup Collaboration.
1. Demonstrate how add and reveal comments in a presentation.
2. Describe how to compare and merge presentations.
3. Identify Shared Workspace icons.
4. Utilize the reviewing toolbar and web toolbar features.
5. Identify the difference in original and reviewed versions of a presentation.

Integration – 40 hours

T. Complete Tasks and/or Projects Utilizing Multiple Applications.
1. Create a memorandum in with an embedded worksheet or graph.
2. Create database data and merge into a word processing document or create letters, labels, and envelopes.
3. Export data from one application to another.
4. Sort database data in a spreadsheet.
5. Create and link word processing data into a spreadsheet worksheet.
7. Integrate database, spreadsheet, and word processing documents into presentation software.
8. Utilizing queries, sort data for specific records in a database and merge into a letter or report.
9. Create, link, and embed spreadsheet charts to word processing documents.
10. Link data between a spreadsheet worksheet and a database table.
11. Create and copy a database table into a word processing document.
12. Update linked data and view linked data as an icon.

Objectives U. Through Y. for the Medical Office Assistant career major.

U. Become Familiar With a Computerized Patient Accounting Program and the Data Organization of That Program.
1. Start the MediSoft program.
2. Use the Student Data Disk.
3. Move around the MediSoft menus.
4. Use the MediSoft toolbar.
5. Enter, edit, and delete data in MediSoft.
V. Demonstrate Ability to Complete Basic Tasks in a Computerized Program Used in the Medical Office.

1. Use the MediSoft Search feature.
2. Assign a chart number to a new patient.
3. Enter personal and employer information on a new patient.
4. Locate and change information on an established patient.
5. Set up a new case.
6. Enter information on a patient’s insurance policy, information on an accident or illness, and information on a patient’s diagnosis.
7. Add a new referring provider and insurance carrier to the database.
8. Edit information in an existing case.
9. Close and delete a case.
10. Record information about patients’ visits, including procedure codes and charges.
11. Enter adjustment to charges.
12. Edit transactions.
13. Use MediSoft’s Briefcase button and Locate feature to find specific transaction data.
14. Print walkout receipts.

W. Schedule Patient Appointments Electronically.

1. View the appointment schedule.
2. Enter an appointment.
3. Change or delete an appointment.
4. Move or copy an appointment.
5. Search for an existing appointment.
6. Create a recall list.
7. Enter a break in a provider’s schedule.

X. Create and File Medical Claims Electronically and Print Various Reports.

1. Create electronic claims.
2. Review claims for errors and omissions.
3. Review an audit/edit report.
4. Select the options available for different reports.
5. Preview and print a variety of MediSoft reports.
7. Make backup copies of data.
8. View and restore backed up data.

Y. Demonstrate Ability to Complete Realistic Daily Office Tasks Using a Computerized Patient Accounting System.

1. Load patient information.
2. Change the Windows System Date and the MediSoft Program Date.
3. Assign a new chart number and enter information on a new patient.
4. Add a new case record for a patient.
5. Change information on an established patient.
6. Add an insurance company to the database.
7. Enter procedures, charges, and diagnoses.
8. Record payments from patients.
9. Print walkout receipts.
10. Start Office House.
11. Move around in the schedule.
12. Enter appointments.
14. Move or copy an appointment.
15. Schedule a recall appointment.
16. Create a new case record for a patient.
17. Change a transaction record.
18. Create a patient ledger.
19. Create a day sheet report.
20. Create a patient aging report.
21. Create an insurance aging report.
23. Enter transactions.
24. Print a super bill, an appointment list, and a patient ledger report.

1ODCTE objective

Teaching Methods:  The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:  1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit  The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.