Integrated Office Applications – OFTEC230

Instructor: Kenneth Texler

Welcome to Integrated Office Applications! Using a current integrated business applications program (currently Microsoft Office) students perform office administration tasks requiring integration of the component programs - word processing, spreadsheet, database, and presentation graphics. This course emphasizes workplace communications and information processing skills and standards.

If you are planning on pursuing a career in health information technology, there are many great opportunities! This course is a foundation for many things. So, learn this material well, and save everything. If you are studying some other health-related field, you will find that no matter your role, you will be glad you understand what we are about to learn!

About This Course

Prerequisite: None

Course Description: Using a current integrated business applications program (currently Microsoft Office) students perform office administration tasks requiring integration of the component programs—-word processing, spreadsheet, database, and presentation graphics. This course emphasizes workplace communications and information processing skills and standards.

SLO/Objectives - Upon successful completion, the student will be able to:	This outcome will be measured by one or more of the following instruments:
SLO 1: Demonstrate an understanding of the concepts and capabilities of an integrated software program and integration functions. 1. Understand and use the terminology of an integrated software program and integration functions. 2. Identify the most widely used integrated office productivity programs and the capabilities of their component applications. 3. Use documentation and web-based instructional resources in learning new features and applications	Homework, In-Class Assignments, Projects, Quizzes, Tests.
SLO 2: Apply integration of computer software applications to facilitate the processing of information in an administrative office environment. 1. Demonstrate the ability to use Word, PowerPoint, Excel, and Access to create business documents and applications. 2. Using MS Office, perform integration projects, including merging an Access data file with a Word main document; exporting a PowerPoint presentation into Word; converting an Excel spreadsheet into a Word table. 3. Integrate Office Online with the desktop version of Office	Homework, In-Class Assignments, Projects, Quizzes, Tests.
SLO 3: Demonstrate good project and file management skills. 1. Perform file management tasks and maintain well organized data files. 2. Use cloud-based storage for organizing and sharing of files. 3. Demonstrate creative and critical thinking skills in project planning, design and implementation	Homework, In-Class Assignments, Projects, Quizzes, Tests.:

Required materials:

Textbook: Illustrated Microsoft® Office 365 & Office 2016 Fundamentals, 1st Edition, Hunt/Clemens, 2017, Cengage Learning, ISBN: 978-1-305-87894-5

Software: Microsoft Office Professional 2019 for Windows (or Office 365) and Windows 10 or 11. If you do not have it on your home computer, note that all students have free access to the Microsoft suite.

In the Classroom

Classroom Conduct: All students are expected to act professionally and with dignity throughout the semester, as if this were a business environment.

Engaged Learning: Research has proven that students learn best when engaged in the learning process. So, you will be involved in a number of activities each class, some are completed alone, and others are done in groups. If you miss a class, it is your responsibility to get missed material from a classmate. Try hard not to miss classes! It will affect your learning.

Communications: Write professionally, as you should always do in a business setting. This means emails have a proper subject, greeting ("Hello" or "Hi" come across much differently than "Hey," which is not professional) and signature. Write emails in complete sentences with proper grammar and using a respectful tone.

Academic Honesty: Honesty in healthcare is of paramount importance. If you are caught cheating on an assignment or exam (using notes or looking at a classmate's paper) you will receive a grade of zero for the assignment or exam and risk failing the class. This is not negotiable. There is no excuse for cheating and there will be no exceptions made. See College Policies - SUNY Westchester Community College (sunywcc.edu) for more details regarding the college policies.

Grading Procedures: **Your grade will be determined by:**

Exams	30%
Assignments, Quizzes and Labs	50%
Participation and Professionalism	10%
Final Exam	10%
TOTAL	**100%**

Grades lower than a C generally do not transfer.

Exams: Exams will be announced in class in timely manner. If you know that you will be absent on the day of an exam, it is your responsibility to schedule a time to take the exam before it is given.

Class activities, professionalism, attendance & participation – this grade will be determined by the instructor throughout the marking period.

Assignments:

- Assignments include notes, handouts, practice problems, classwork and tests.
- Assignments will all be completed and turned in electronically.
- Late/Missing assignments may be handed in up until the last day of the marking period. There will be a grade deduction of 1 point per day, up to 30% of the entire grade, for each day late.

Course Policies

Attendance: TAKEN DAILY AS PER NYS HIGH SCHOOL REQUIREMENTS

Assignments: DAILY CLASSROOM AND HOMEWORK ASSIGNMENTS GIVEN PER CHAPTER

Tests (include quizzes, exams, final exam, papers, projects, etc.): CHAPTER TESTS GIVEN UPON COMPLETION OF CHAPTER LEARNED.

Methods of Evaluation/Assessment: ASSIGNMENTS, HOMEWORK, EXAMS, PROJECTS AND CLASSROOM PARTICIPATION AND OBSERVATION OF STUDENTS KNOWLEDGE BY INSTRUCTOR

Attendance: Missing class will affect your grade! Arrive on time and stay for the full class period. Attendance is essential to master the great deal of technical material covered

throughout this course. *If you miss more than two hours of class, you will be required to meet with your professor to discuss the reasons so that you do not endanger your learning and grade.*

Week	Topic	Unit
1 **(1-2)**	Introduction and orientation to course. Orientation to classroom computer system and WCC network.	
	Integrated application programs –concepts and capabilities Office 2019 vs. Office 365 Online information and instructional resources	
2, 3 **(3-6)**	Office interface, basic procedures and terminology	C
	File management and using OneDrive to store and share files	
	Word	D, E, F
	Creating and using screenshots	B, APPENDIX
4, 5, 6 **(7-12)**	PowerPoint	M, N
	Adding hyperlinks to Office documents	
	Editing Office files using Office Online	APPENDIX
7 **(13-14)**	Introduction to screencasts and Jing	
8 **(15-16)**	Midterm exam/project	
9, 10 **(17-20)**	Excel	G, H, I
	Object linking and embedding	
11, 12 **(21-24)**	Access	J, K, L
13 **(25-26)**	Integrating Office Programs	O
14 **(27-28)**	Creating a screencast	
15 **(29-30)**	Screencast presentations	
	Capstone projects	Capstone Projects
16 **(31-32)**	Final assessment	