

WESTCHESTER COMMUNITY COLLEGE, Valhalla, NY 10595
Syllabus Form Rev. 20141125

1. CURRENT DATE: 9/1/2016

Please indicate whether this is a NEW COURSE or a REVISION: REVISION

DATE OF PRIOR REVISION: Fall 2015

2. NAME OF ORIGINATOR or REVISOR: Janet Ranucci

3. COURSE # OFTEC 230

4. NAME OF COURSE: Integrated Office Applications

5. COURSE DESCRIPTION (no more than 65 words)

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

6. NUMBER OF CREDITS: 3

7. NUMBER OF CONTACT HOURS PER TERM:

a. Lecture hours per term: 30 b. Lab hours per term: 30

8. APPROXIMATE FREQUENCY OF OFFERING THIS COURSE:

Every Semester Fall Spring Summer Not offered every semester

9. PREREQUISITES or PLACEMENT SCORES:

None

10. COREQUISITES:

None

11. ASSOCIATED COURSES (such as field courses):

None

12. PLACE OF THIS COURSE IN CURRICULUM: (Check one, explain as needed)

Required for curriculum: Office Technologies AAS & Certificate

College Core

Elective

Other:

13. ADDITIONAL COMMENTS/CLASS NOTES - is there additional information about this course that the student should know, such as "Dissection is a required part of this course." or "Expertise of sewing on a machine is required."

None

14. REQUIRED TEXTS AND/OR MATERIALS:

- Illustrated Microsoft® Office 365 & Office 2016 Fundamentals, 1st Edition, Hunt/Clemens, 2017, Cengage Learning, ISBN: 978-1-305-87894-5
- Software – Microsoft Office Professional 2016 for Windows (or Office 365) and Windows 7, 8 or 10

15. STUDENT LEARNING OUTCOMES (SLOs) and COURSE OBJECTIVES

SLO/Objectives - Upon successful completion, the student will be able to:	This outcome will be measured by one or more of the following instruments (exercises, tools, observations):
SLO 1: Demonstrate an understanding of the concepts and capabilities of an integrated software program and integration functions	
Objective 1: Understand and use the terminology of an integrated software program and integration functions	End of textbook unit “Concepts Check” Quizzes
Objective 2: Identify the most widely used integrated office productivity programs and the capabilities of their component applications	
Objective 3: Use documentation and web-based instructional resources in learning new features and applications	Reading and research assignments
SLO 2: Apply integration of computer software applications to facilitate the processing of information in an administrative office environment.	
Objective 1: Demonstrate the ability to use Word, PowerPoint, Excel and Access to create business documents and applications	Textbook assignments Final assessment
Objective 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	
Objective 3: Integrate Office Online with the desktop version of Office	In-class and homework assignments
SLO 3: Demonstrate good project and file management skills	
Objective 1: Perform file management tasks and maintain well organized data files	In-class and homework assignments
Objective 2: Use cloud-based storage for organizing and sharing of files	
Objective 3: Demonstrate creative and critical thinking skills in project planning, design and implementation	Screencasting assignment Midterm project

16. COURSE GRADING CRITERIA:

- 40% Software application exercises (textbook assignments)
- 15% Other in-class and homework assignments; participation
- 10% Midterm exam/project
- 20% Quizzes
- 15% Final exam

17. INSTRUCTIONAL METHODS: List the different instructional methods you might use, in the course of the semester. List supplementary learning options, if any:

This course is primarily a “hands-on” computer class, meaning that most of the students’ time will be spent performing group learning and independent reinforcement activities on the computer. In addition, instructor will lecture on concepts and capabilities of the program and demonstrate specific features and applications.

18. TOPIC OUTLINE:

Week	Topic	Unit
1	Introduction and orientation to course.	
	Orientation to classroom computer system and WCC network.	
	Integrated application programs – concepts and capabilities	
	Office 2013 vs. Office 365 Online information and instructional resources	
2,3	Office 2013 interface, basic procedures and terminology	C
	Word	D,E,F
	Creating and using screenshots	
	File management and using OneDrive to store and share files	B, Appendix
4,5,6	PowerPoint	M,N
	Adding hyperlinks to Office documents	
	Editing Office files using Office Online	Appendix
7	Introduction to screencasts and Jing	
8	Midterm exam/project	
9,10	Excel	G,H,I
	Object linking and embedding	
11,12	Access	J,K,L
13	Integrating Office programs	O
14	Creating a screencast with Jing	
15	Screencast presentations	
	Capstone projects	Capstone projects
16	Final assessment	

19. UNIQUE ASPECTS OF COURSE (such as equipment, specified software, space requirements, etc.):

Course requires a computer classroom with one computer per student and an instructor demonstration computer and data projector.