Montgomery County Community College
OFM 101
Business Software Essentials
3-3-0

COURSE DESCRIPTION:
This course is designed to introduce students to computer systems and how businesses and offices use these as tools for organization, communication, decision-making and analysis. This course provides students with an overview of the use of business application software and problem-solving using that software. Taking a multimedia approach, topics include business communication tools, scheduling and presentation software, management information systems, operating systems, word processing, spreadsheets, databases, enterprise resource planning (ERP) systems, project management systems and business use of social media and open-source software. Students will evaluate and implement the use of these programs to solve a variety of problems and scenarios via real-world simulation projects that one would encounter in typical business or office environments. Industry standard computer software will be used.

REQUISITES:
Previous Course Requirements
None

Concurrent Course Requirements
None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Analyze the information needs of a typical business or office	Assigned readings Lecture/Presentation Discussion Video/webinar	Projects Graded discussion Quizzes

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
2. Utilize correct computer and business terminology for a given business scenario.	Assigned readings Lecture/Presentation Hands-on applications Software skills practice lab projects	Projects Graded discussions Quizzes
3. Select appropriate software to solve specific real-world business problems and scenarios.	Assigned readings Lecture/Presentation Hands-on applications Video/webinar Software skills practice lab projects	Projects Quizzes
4. Organize raw data for analysis and presentation, using appropriate business software.	Assigned readings Lecture/Presentation Hands-on applications Video/webinar Software skills practice lab projects	Projects Quizzes
5. Communicate professionally using the most appropriate form of computer technology for the given business scenario.	Assigned readings Lecture/Presentation Hands-on applications Lab projects	Projects Graded discussions Quizzes

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:
1. Living in a Digital World:
   a. Information needs for typical businesses/offices
   b. Appropriate tools need to manage each of these business/office needs
   c. Benefits and challenges of technology
   d. Ethical use of technology

  e. Security issues

  f. Considerations for entrepreneurs

2. Operating Systems, Hardware, and Software

  a. Different versions, pros/cons for each, typical for type of office/industry

  b. File management and organization

3. Business Communication Tools:

  a. Communicating and Scheduling:

  b. Phone

  c. Web-conferencing

  d. Photo and video tools

4. Word processing:

  a. Document creation, formatting, saving, editing

  b. Use of templates for common office needs

5. Spreadsheets:

  a. Spreadsheet creation, formatting, saving, editing

  b. Use of templates for common office needs

  c. Simple calculations and commonly used formulas

  d. Graphs and charts

  e. Pivot tables

6. Presentations

  a. Creating, formatting, saving, editing

  b. Incorporating interactive media

7. Business/Office use of social media:

  a. Commonly used applications

  b. Purpose and regular use/management

  c. "Online presence"

8. Databases and Forms:

  a. Purpose

  b. Design guidelines

  c. Reporting and analyzing data

9. Integrating software features

  a. Software selection based on business need

  b. Applying integration strategies

10. Management Information Systems, ERP Systems and Workplace-Oriented Productivity Applications:

  a. Purpose

  b. Current packages specific to various industries

  c. Benefits and limitations

11. Cloud Computing Technologies

  a. Applications

  b. Storage

12. Project Management:
    a. Task analysis
    b. Dependent events
    c. Resource allocation
    d. Planning and managing
    e. Project execution

LEARNING MATERIALS:

MyLab IT with Pearson eText—Instant Access for *GO! All-in-One: Computer Concepts and Applications*, 4th Edition; ISBN-13: 978-0-13-543886-2

Other learning materials, including Open Educational Resources (OER) may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:
Prepared by: Theresa Sullivan   Date: 1/9/2014
VPAA/Provost or designee Compliance Verification:
        Victoria L. Bastecki-Perez, Ed.D.   Date: 3/5/2014

Revised by: Theresa Sullivan   Date: 8/4/2016
VPAA/Provost or designee Compliance Verification:
        Victoria L. Bastecki-Perez, Ed.D.   Date: 8/8/2016

Reviewed by: Theresa Sullivan   Date: 11/30/2017
VPAA/Provost or designee Compliance Verification:
        Victoria L. Bastecki-Perez, Ed.D.   Date: 12/1/2017

Reviewed by: Theresa Sullivan   Date: 3/5/2020
Provost or designee Compliance Verification: Date: 3/6/2020

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.