Montgomery County Community College
OFM 243
Integrated Office Software Applications
3-3-0

COURSE DESCRIPTION:
This capstone course builds upon prior word processing, spreadsheet, database, presentation, graphics, and multimedia skills, as it further develops and extends the student's ability to integrate and apply the technology needed for particular "job functions". Online and multimedia applications will be used to incorporate images, audio, and video into a variety of document formats. Students will further develop their decision-making, critical thinking, and problem solving skills via simulations of typical job functions found in professional office environments.

REQUISITES:
Previous Course Requirements

 CIS 110 Information Systems for Management with Computer Applications, or OFM 101 Business Software Essentials, or OFM 110 Microsoft Word Applications

Concurrent Course Requirements
None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Demonstrate the integration data and graphics across software applications	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
2. Select and incorporate online resources (images, videos, sound files) into a variety of document formats.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes

3. Integrate software application skills into a variety of job functions found within typical office environments	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes
4. Demonstrate effective communication skills incorporating computer technology.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations Quizzes Discussion
5. Create reports, spreadsheets, and presentations that integrate a variety of technological problem solving skills.	Lecture/Demonstration Simulations Hands-On Applications Projects	Projects Simulations Examinations 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. Creating and Editing Administrative Documents and Reports
   a. Meeting agendas
   b. Meeting minutes
   c. Sign-In sheets
   d. Phone directories
   e. Organizational charts
   f. Memos
2. Creating and Editing Financial Documents and Reports
   a. Payroll report
   b. Financial pro-forma report
   c. Travel & expense report
   d. Income Statement
   e. Balance Sheet
   f. Price Cost Analysis report
3. Creating and Editing Marketing, Communication, and Promotional Documents and Reports
   a. Postcards

        b   Infographics
        c   Emails
        d   Narrated digital marketing presentations
        e   Videos

4. Creating Mail Merges
    a   Excel data sources
    b   Main documents (labels, envelopes)
    c   Merged documents (labels, envelopes)

5. Creating and Editing Forms
    a   Surveys
    b   Intake forms
    c   Analyzing and presenting results

6. Creating and Editing Operations Documents and Reports
    a   Training manuals
    b   How-To Instruction Guides

7. Creating and Editing Online Materials
    a   Website
    b   Portfolio
    c   Integrating PDFs, attachments, and multimedia

LEARNING MATERIALS:
Cram. (2017). *Illustrated Microsoft Office 365 & Office 2016 Projects, Loose-leaf version.* First Edition*.* Nelson-Cengage. ISBN: 9781305878686.

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: Kimberly Mangan and Theresa Sullivan   Date: 1/2014
VPAA/Provost or designee Compliance Verification:
        Victoria L. Bastecki-Perez, Ed.D.   Date: 3/5/2014

Revised 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.