SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 08-26-19

Syllabus Statements

I. CATALOG DESCRIPTION

Course Number: OFFT2720
Course Title: Microsoft Office Integration
Prerequisite(s): BSAD1010

Catalog Description: Create documents integrating Microsoft Office applications. Project-based class requires advanced technology and critical-thinking skills. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will teach students to*

A. Introduce real-world projects relating to the Microsoft Office Suite of products.
B. Reinforce and build the skills necessary to integrate Microsoft Word, Excel, Access, PowerPoint, and Outlook while completing projects.
C. Provide opportunities for critical thinking, creativity, originality, and problem solving.
D. Provide an environment in which students will work individually and collaboratively as a team member to create and complete integration projects.
E. Provide opportunity for student to conduct Internet research in completion of projects.
F. Provide opportunity for student to present work created to prospective employers in the form of a portfolio.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

A. Student Learning Outcomes: *Students will be able to*
1. Analyze real-world business problems and then apply appropriate software combinations and strategies to develop total-problem solutions.
2. Integrate Microsoft Office Professional Suite by converting, importing, embedding, linking, and merging files among Microsoft Office applications: Access, Excel, PowerPoint, and Word. Using various information sources to complete mailable business documents and projects.
3. Demonstrate creative, critical-thinking, and problem-solving skills while completing integrated projects.
4. Develop independent work habits while also using a team approach to problem solving and document creation.
5. Utilize the Internet in research materials in order to complete projects.

B. General Education Learning Outcomes (GELOs)
1. GELO 3: Critical Thinking & Problem Solving
Outcome 2: Synthesize information to arrive at reasoned solutions to problems.
Outcome 5: Acquire and integrate knowledge and construct relationships across disciplines.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information)*

A. Integrate *Word* and *Excel*
B. Integrate *Word*, *Excel*, and *Access*
C. Integrate *Word*, *Excel*, and *PowerPoint*
D. Integrate *Word*, *Excel*, *Access*, and *PowerPoint*

V. INSTRUCTIONAL MATERIALS

A. Required Text(s):
1. Gaskin, Shelley, and Nancy Graviett. GO! With Microsoft: Office 2016 Integrated Projects. Pearson/Prentice Hall Publishing 2017. ISBN: 9780134444925
2. Other Resources/Materials: USB storage device
3. Outside Reading/Research Required: Lab time outside of class will be required to complete daily exercises.

VI. METHODS OF PRESENTATION/INSTRUCTION

A. Lecture
B. Discussion
C. Application
D. Demonstration

VII. METHODS OF EVALUATION

A. SCC STANDARD GRADING SCALE POLICY

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

A. Course Prerequisites: Students must have completed BSAD1010 (Microsoft Applications I) with a grade of C or better.
B. Grade Requirement: Students must complete this course with a minimum grade of C (70 percent or higher) to meet prerequisite for future courses.