

Washtenaw Community College Comprehensive Report

BOS 225 Integrated Office Applications Effective Term: Fall 2012

Course Cover

Division: Business and Computer Technologies

Department: Business Office Systems

Discipline: Business Office Systems

Course Number: 225

Org Number: 13310

Full Course Title: Integrated Office Applications

Transcript Title: Integrated Office Applications

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Course Change

Change Information:

Pre-requisite, co-requisite, or enrollment restrictions

Rationale: Some of the current prerequisites are unnecessary. Instructor narrowed it down to the bare essentials necessary for a student to be successful in the course.

Proposed Start Semester: Fall 2012

Course Description: In this course, students receive practical study and advanced training in Microsoft Office. Emphasis is given to advanced office practice in repetitive correspondence, letter merging, general office and presentation forms, statistical documents, filing and sorting databases, electronic mail, and basic financial documents. Application of advanced Microsoft Office concepts and functions to business environments is stressed. Students must be familiar with Windows and have keyboarding skills of at least 25 wpm.

Course Credit Hours

Variable hours: No

Credits: 3

Lecture Hours: Instructor: 45 **Student:** 45

Lab: Instructor: 0 **Student:** 0

Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

Prerequisite

BOS 182 minimum grade "C"

and

Prerequisite

BOS 157 minimum grade "C"

and

Prerequisite

BOS 284 minimum grade "C"

General Education**Request Course Transfer**

Proposed For:

Student Learning Outcomes

1. Prepare marketing and administrative documents through software integration.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Department Faculty

2. Prepare financial documents to manage payroll records and budgets.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Department Faculty

3. Perform job specific tasks through the use of integrated applications, including word processing, spreadsheets, desktop publishing, presentations, databases, and the Internet.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Department Faculty

4. Manage business operations and information technology using databases.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a

minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Department Faculty

5. Publish office documents and forms using different technology platforms.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

Course Objectives

1. Prepare administrative, marketing, and personnel documents used in business, including letters, envelopes, labels, policy manuals, and job descriptions.

Matched Outcomes

2. Create promotional materials and presentations to enhance marketing strategies for a company.

Matched Outcomes

3. Prepare fax cover sheets, letterhead, and notepads using Mail Merge.

Matched Outcomes

4. Use search engines and mobile devices for Internet searches and research.

Matched Outcomes

5. Manage payroll records and determine the amount of tax withheld for employees.

Matched Outcomes

6. Complete payroll quarterly summary reports.

Matched Outcomes

7. Create travel requests and expense forms.

Matched Outcomes

8. Create balance sheets and income statement templates.

Matched Outcomes

9. Track equipment inventory and supplier information through the use of a database.

Matched Outcomes

10. Copy/move data from one application to another.

Matched Outcomes

11.

Use calculations in a Word table.

Matched Outcomes

12. Compare and merge documents.

Matched Outcomes

13. Use the Publish function to create an HTML file suitable for uploading to the Internet/Intranet.

Matched Outcomes

14. Create a data form from scratch.

Matched Outcomes

15. Embed a PowerPoint slide in a Word document.

Matched Outcomes

16. Create a PowerPoint presentation in a Word outline.

Matched Outcomes

17. Export an Access table to Excel.

Matched Outcomes

18. Link Excel data to a table on a PowerPoint slide.

Matched Outcomes

19. Merge a Word document with Access queries.

Matched Outcomes

20. Use an Excel worksheet as a data source for a mail merge.

Matched Outcomes

21. Create merge envelopes using an Access table.

Matched Outcomes

22.

Create PDF's (Portable Document Format) from Word documents using Adobe Acrobat.

Matched Outcomes

23. Convert PDF documents to Word or other document formats.

Matched Outcomes

New Resources for Course

Course Textbooks/Resources

Textbooks

Manuals

Periodicals

Software

Equipment/Facilities

Reviewer

Action

Date

Faculty Preparer:

Joyce Jenkins

Faculty Preparer

Feb 15, 2012

Department Chair/Area Director:

Joyce Jenkins

Recommend Approval

Feb 15, 2012

Dean:

Rosemary Wilson

Recommend Approval

Feb 16, 2012

Vice President for Instruction:

Stuart Blacklaw

Approve

Apr 13, 2012