



# SEPTEMBER 2003 CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **SEPTEMBER 2003**

B. Department / Program Area: **Commerce & Business Admin. Office Administration** Revision  New Course

If Revision, Section(s) Revised:  
Date of Previous Revision:  
Date of Current Revision:

C: **OADM 256** D: **MICROCOMPUTER APPLICATIONS I** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits						
<b>F:</b> Calendar Description: This course is a "hands-on" microcomputer course. The students will develop a basic working knowledge of microcomputers with emphasis on the Windows interface, word processing, spreadsheets, and presentation graphics. Students will apply the knowledge and use of these tools to solve problems encountered in an office environment. Students will be encouraged and expected to integrate their learning, and incorporate the use of these tools in the production of professional documents that adhere to workplace standards.								
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Lectures and seminars</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture: 3 Hrs.</b> <b>Seminar: 1 Hr.</b> <b>Total: 4 Hrs.</b>  Number of Weeks per Semester:  <b>15 Weeks x 4 Hrs. per week = 60 Hrs.</b>	<b>H:</b> Course Prerequisites:  English 11 with a grade of "C" or better or equivalent and typing speed of 25 net words per minute or OADM 103 or OADM 106.  <b>I:</b> Course Corequisites:  NONE.  <b>J:</b> Course for which this Course is a Prerequisite  OADM 326 and 327 and 328 and 329 and 345 and 356 and 401  <b>K:</b> Maximum Class Size:  30							
<b>L: PLEASE INDICATE:</b> <table style="margin-left: 20px;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>Non-Credit</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"><b>X</b></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>College Credit Transfer:</td> </tr> </table> <p style="margin-left: 20px;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>				Non-Credit	<b>X</b>	College Credit Non-Transfer		College Credit Transfer:
	Non-Credit							
<b>X</b>	College Credit Non-Transfer							
	College Credit Transfer:							

<p><b>M:</b> Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> <li>1. Explain the principal hardware components of the microcomputer, how they work together, and their relationship to software applications;</li> <li>2. Use the Windows interface to perform basic software functions and to organize and manage directories and files effectively;</li> <li>3. Use the microcomputer as a decision making and problem solving tool;</li> <li>4. Use word processing software to produce a variety of business documents meeting industry standards for timely completion, correctness of content and format, and professional appearance;</li> <li>5. Use presentation graphics software to produce slideshows that include animation of text and images;</li> <li>6. Use spreadsheet software capable of answering “what-if” questions to solve business problems;</li> <li>7. Produce business documents requiring the integration of word processing, presentation graphics and spreadsheet software.</li> </ol>
<p><b>N:</b> Course Content: [approximate time allocation in weeks]</p> <p><b>Module 1 – Hardware and Software [1]</b></p> <ol style="list-style-type: none"> <li>1.1 Define the term computer and discuss the four basic computer operations: input, processing, output, and storage.</li> <li>1.2 Describe the use and handling of auxiliary storage devices.</li> <li>1.3 Explain the difference between system software and application software.</li> <li>1.4 Describe several types of personal computer applications software.</li> <li>1.5 Discuss computer communications channels, networks and equipment.</li> <li>1.6 Explain how to purchase, install, and maintain a personal computer system.</li> </ol> <p><b>Module 2 – Windows Interface [1]</b></p> <ol style="list-style-type: none"> <li>2.1 Perform the four basic mouse operations and utilize keyboard shortcuts.</li> <li>2.2 Obtain on-line Help while using an application.</li> <li>2.3 Understand and use directory structures and paths in file management.</li> <li>2.4 Use Windows Explorer to: identify directory structures and paths; format and copy a disk; select, copy and move one file or a group of files; create, rename and delete a file or directory.</li> </ol> <p><b>Module 3 – Word Processing [7]</b></p> <ol style="list-style-type: none"> <li>3.1 Create, save, preview, print, close, open, and edit a Word document.</li> <li>3.2 Proofread and correct all types of Word documents with the Spell and Grammar Checker, and Thesaurus.</li> <li>3.3 Enhance documents with character, paragraph and global formatting features.</li> <li>3.4 Insert, position and resize clip art.</li> <li>3.5 Adjust margins and line spacing.</li> <li>3.6 Create headers and/or footers.</li> <li>3.7 Use and modify styles.</li> <li>3.8 Adjust page breaks and section breaks.</li> <li>3.9 Insert special symbols, bullets, and enumerations.</li> <li>3.10 Create custom tab settings.</li> <li>3.11 Create footnotes and/or endnotes.</li> <li>3.12 Create documents with the aid of wizards and templates.</li> <li>3.13 Create and use AutoText entries.</li> <li>3.14 Insert, complete and format a Word table.</li> <li>3.15 Address and print envelopes and mailing labels.</li> <li>3.16 Use graphic features like colouring, shading and setting borders to enhance a table.</li> <li>3.17 Create, modify and format a chart generated from a Word table.</li> <li>3.18 Draw a table and format cells in the table.</li> <li>3.19 Import, edit and format clip art, including setting text wrap options.</li> <li>3.20 Generate form letters and mailing labels.</li> <li>3.21 Design a newsletter utilizing columns and graphic elements.</li> <li>3.22 Create a document template to produce a fill-in form.</li> </ol> <p><b>Module 4 – Presentation Graphics [2]</b></p> <ol style="list-style-type: none"> <li>4.1 Create and edit a public service announcement.</li> <li>4.2 Create and animate a formal business presentation.</li> </ol>

**Module 5 – Spreadsheet [3]**

- 5.1 Create a simple sales report with an embedded chart.
- 5.2 Create an investment portfolio analysis utilizing a web query and 3-D referencing.
- 5.3 Design a financial report that facilitates “what-if” analysis.
- 5.4 Generate a 3-D chart incorporating graphic elements.

**O:** Methods of Instruction

A combination of lecture, demonstration, guided practice and self-paced lab assignments and projects will be used. Active learning is an integral part of this course, and major emphasis will be placed on a “hands-on” environment to allow students to work both independently and collaboratively to learn and apply microcomputer application skills and techniques.

**P:** Textbooks and Materials to be Purchased by Students

Shelly, Gary B., Thomas J. Cashman, and Misty E. Vermaat. Microsoft Office: Introductory and Comprehensive Concepts and Techniques, Latest Ed. Massachusetts: Thomson Learning.

**Q:** Means of Assessment

Computer Concepts Test	15%
Word Tests (2)	30
PowerPoint Test	15
Excel Test	20
Assignments/Projects	<u>20</u>
Total	100%

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

- Transfer credit; or
- Documents produced on the job accompanied by letters of authenticity; or
- Work-based Assessment (4 projects)

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Course Designer(s) **Wayne Ratcliffe**

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Education Council / Curriculum Committee Representative

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Dean / Director **Jim Sator**

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Registrar **Trish Angus**

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Date of New Course: February 2003