



# EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **SEPTEMBER 2004**

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

If Revision, Section(s) Revised: **C, H, J**

Date of Previous Revision: **2003-09 new course**

Date of Current Revision: **2004-09**

C: **OADM 1356** D: **MICROCOMPUTER APPLICATIONS II** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description: <b>This course is a “hands-on” microcomputer course. The students will build on their working knowledge of microcomputers while developing new skills in using desktop publishing, desktop information management, databases, and web page editors. 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>		
<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:  <b>English 11 with a grade of “C” or better or equivalent and OADM 1256</b>	
	<b>I:</b> Course Corequisites:  <b>Nil</b>	
	<b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 1401</b>	
	<b>K:</b> Maximum Class Size:  <b>30</b>	
<b>L:</b> PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer:  SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )		

**M:** Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Use the Windows interface to perform basic software functions and to organize and manage directories and files effectively;
2. Use the microcomputer as a decision making and problem solving tool;
3. Use desktop publishing software to produce a variety of business documents meeting industry standards for timely completion, correctness of content and format, and professional appearance;
4. Use database software to create and maintain a relational customer database, and routinely retrieve information by performing queries and generating reports;
5. Use a desktop information management program to organize a schedule, keep a record of contacts, and maintain a task list;
6. Use web page editors to design and develop a comprehensive web site;
7. Produce business documents requiring the integration of all applications found in a typical office suite.

**N:** Course Content: [approximate time allocation in weeks]**Module 1 – Desktop Publishing [4]**

- 1.1 Select and customize a publication design.
- 1.2 Create and format text frames, picture frames, and custom shapes.
- 1.3 Align and group text and picture frames.
- 1.4 Open, edit, preview, print and save a publication.
- 1.5 Create and format tables with borders and fill colours.
- 1.6 Create and apply text styles.
- 1.7 Insert, resize and format clip art including setting text wrap options.

**Module 2 – Database [6]**

- 2.1 Create a customer database with multiple tables.
- 2.2 Modify and update tables while establishing validation rules.
- 2.3 Perform queries and generate related reports.
- 2.4 Create single-field and multiple-field indexes.
- 2.5 Create, modify, print and save reports.
- 2.6 Create, format, modify and save forms.
- 2.7 Enhance forms with date, memo, OLE, and hyperlink fields.
- 2.8 Modify tables and save table properties.
- 2.9 Create a form with a subform.
- 2.10 Use forms to view data and web pages.
- 2.11 Use date and memo fields in a query.
- 2.12 Compact a database.
- 2.13 Update a field using an input mask.
- 2.14 Create and use a lookup field.
- 2.15 Add controls to forms and reports.
- 2.16 Create, modify, save, copy and run macros.
- 2.17 Create, modify and use switchboards.

**Module 3 – Outlook [1]**

- 3.1 Entering, editing, and moving appointments.
- 3.2 Creating events.
- 3.3 Displaying and printing calendars in assorted views.
- 3.4 Creating and printing task lists.
- 3.5 Creating, organizing, and printing contact lists.
- 3.6 Exporting, importing, and deleting folders.

**Module 4 – Web Page Editor [2]**

- 4.1 Create, save, preview, print, close, open, and edit a FrontPage document
- 4.2 Create web pages with the aid of wizards and templates.

<p>4.3 Insert, complete and format a FrontPage table.                  4.4 Create and edit text and graphic hyperlinks.                  4.5 Insert, position and resize images.</p>												
<p><b>O:</b> Methods of Instruction</p> <p>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>												
<p><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>Shelly, Gary B., Thomas J. Cashman, and Misty E. Vermaat. <u>Microsoft Office: Introductory and Comprehensive Concepts and Techniques</u>, Latest Ed. Massachusetts: Thomson Learning.</p>												
<p><b>Q:</b> Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Publisher Test</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Access Tests (2)</td> <td style="text-align: right;">30%</td> </tr> <tr> <td style="padding-left: 20px;">Outlook Test</td> <td style="text-align: right;">10%</td> </tr> <tr> <td style="padding-left: 20px;">FrontPage Test</td> <td style="text-align: right;">15%</td> </tr> <tr> <td style="padding-left: 20px;">Assignments/Projects</td> <td style="text-align: right;"><u>25%</u></td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Publisher Test	20%	Access Tests (2)	30%	Outlook Test	10%	FrontPage Test	15%	Assignments/Projects	<u>25%</u>	Total	<u>100%</u>
Publisher Test	20%											
Access Tests (2)	30%											
Outlook Test	10%											
FrontPage Test	15%											
Assignments/Projects	<u>25%</u>											
Total	<u>100%</u>											
<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <ul style="list-style-type: none"> <li>• Transfer credit; or</li> <li>• Documents produced on the job accompanied by letters of authenticity; or</li> <li>• Work-based Assessment (3 projects)</li> </ul>												

---

Course Designer(s) **Wayne Ratcliffe**

---

Education Council / Curriculum Committee Representative

---

Dean / Director **Rosilyn G. Coulson**

---

Registrar **Trish Angus**