



EFFECTIVE: SEPTEMBER 2007 CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **September, 2007**

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

If Revision, Section(s) Revised: **F, H, M, N, O, P, Q, R**

Date of Previous Revision: **September, 2004**

Date of Current Revision: **March, 2007**

C: **OADM 1356** D: **Microcomputer Applications II** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: 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 information management, presentation software, databases, PDF editors 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 expected to integrate their learning and to incorporate the use of these tools in the production of professional documents that adhere to workplace standards.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and seminars Number of Contact Hours: (per week / semester for each descriptor) Lecture: 3 Hrs. Seminar: 1 Hr. Total: 4 Hrs. Number of Weeks per Semester: 15 Weeks x 4 Hrs. per week = 60 Hrs.	H: Course Prerequisites: OADM 1256	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite OADM 1401	
	K: Maximum Class Size: 30	
L: 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 (www.bctransferguide.ca)		

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 a PDF editor 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 and keep a record of contacts;
6. Use web page editors to design and develop a comprehensive web site;
7. Use presentation software to produce slideshows that include animation of text and graphics;
8. 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 – PDF Editor [3]**

- 1.1 Create a PDF document from various sources.
- 1.2 Arrange, extract and delete PDF document pages.
- 1.3 Edit and format PDF document text.
- 1.4 Add, modify, arrange and format bookmarks.
- 1.5 Create, resize and align links.
- 1.6 Add notes, text mark-ups and drawing mark-ups.
- 1.7 View, organize and summarize comments.

Module 2 – Database [3]

- 2.1 Create a form with a sub form.
- 2.2 Create and use a lookup field.
- 2.3 Add controls to forms and reports.
- 2.4 Create, modify, save, copy and run macros.
- 2.5 Create, modify and use switchboards.

Module 3 – Outlook [1]

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

Module 4 – Web Page Editor [4]

- 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.
- 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.
- 4.6 Create and insert drawing objects.
- 4.7 Utilize various web components.
- 4.8 Modify the properties and contents of frames.
- 4.9 Develop and manage interactive forms.

Module 5 – Presentation Software [2]

- 5.1 Create and edit the text of a presentation.
- 5.2 Add animation and transition effects to a presentation.
- 5.3 Insert a table and chart into a presentation.
- 5.4 Modify slide layouts.
- 5.5 Add and custom animate graphic elements.

<p>O: Methods of Instruction</p> <p>A combination of lecture, demonstration, guided practice, web-based training, 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>P: Textbooks and Materials to be Purchased by Students</p> <p>Grauer, Robert T. and Maryann Barber. <u>Microsoft Office</u>, Volume I, Latest Ed., New Jersey: Pearson Education. [used in OADM 1256]</p> <p>Grauer, Robert T. and Maryann Barber. <u>Microsoft Office: Access</u>, Volume II, Latest Ed., New Jersey: Pearson Education.</p> <p>Marghitu, Daniela. <u>Microsoft Office: FrontPage</u>, Latest Ed., New Jersey: Pearson Education.</p> <p>Springer, Michael. <u>Course ILT: Acrobat</u>. Latest Ed., Massachusetts: Thomson Learning.</p>												
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">PDF Test</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Access Test</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Outlook/PowerPoint Test</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">FrontPage Test</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Assignments/Projects</td> <td style="text-align: right;"><u>20%</u></td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	PDF Test	20%	Access Test	20%	Outlook/PowerPoint Test	20%	FrontPage Test	20%	Assignments/Projects	<u>20%</u>	Total	<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>												

Course Designer(s) **Wayne Ratcliffe**

Education Council / Curriculum Committee Representative

Dean / Director **Rosilyn G. Coulson**

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