



A: Division: **Instructional** Date: **January 2001**
B: Department/ **Commerce & Business Admin.** New Course Revision
 Program Area: **Office Administration**
 If Revision, Section(s) Revised: **F,K,M,N,Q**
 Date Last Revised: **June 1996**

C: OADM 255 D: Microcomputer Applications E: 3

Subject & Course No.	Descriptive Title	Semester Credits						
<p>F: Calendar Description: This course is a "hands-on" microcomputer course. The student will develop a basic working knowledge of microcomputers with emphasis on the Windows interface, spreadsheet, database applications, and desktop information management as well as a popular presentation package. 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 and wordprocessing, to produce professional documents which adhere to workplace standards.</p>								
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings: A combination of lecture, demonstration, guided practice and self-paced lab assignments and projects will be used.</p> <p>Lecture and Laboratory</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 2 Hrs. Laboratory: 3 Hrs. Total: 5 Hours</p> <p>Number of Weeks per Semester: 15 Weeks X 5 Hours Per Week = 75 Hours</p>	<p>H: Course Prerequisites: 25 nwpm or OADM 103 Previous experience with word processing recommended.</p>							
	<p>I: Course Corequisites: nil</p>							
	<p>J: Course for which this Course is a Prerequisite: OADM 355 and OADM 365</p>							
<p>K: Maximum Class Size: 24</p>								
<p>L: PLEASE INDICATE:</p> <table border="1" style="display: inline-table; vertical-align: top;"> <tr> <td style="width: 30px; height: 20px;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="width: 30px; height: 20px;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="width: 30px; height: 20px;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="margin-left: 100px;">Requested <input type="checkbox"/> Granted <input type="checkbox"/></p>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives/Learning Outcomes

The learner has reliably demonstrated the ability to:

1. explain the principal hardware components of the microcomputer, how they work together, and their relationship to software applications;
2. use the Windows interface to perform basic software functions and to organize and manage directories and files effectively;
3. use the microcomputer as a decision making and problem solving tool;
4. use a desktop information management program to organize a schedule, keep a record of contacts, and maintain a task list;
5. design presentation slideshows that integrate text, charts and pictures;
6. apply techniques for planning, organizing, creating and presenting spreadsheets and related graphs;
7. design spreadsheets capable of answering "what-if" questions to solve business problems;
8. share data and graphics between applications;
9. apply techniques for planning, organizing, creating and presenting databases and related graphs;
10. sort, query and prepare reports and graphs from databases to address business concerns or problems;
11. exhibit a high standard of behaviour with respect to attendance, punctuality, positive attitude and respect for others;
12. model ethical, moral and intellectual behaviour that reflects understanding of contemporary social and business issues.

N: Course Content

Module 1 - Hardware and Software

- 1.1 Define the term computer and discuss the four basic computer operations: input, processing, output, and storage.
- 1.2 Describe the use and handling of diskettes and hard disks.
- 1.3 Discuss computer software and explain the difference between system software and application software.
- 1.4 Describe several types of personal computer applications software.
- 1.5 Discuss computer communications channels, networks and equipment.
- 1.6 Explain how to purchase, install, and maintain a personal computer system.

Module 2 - Windows Interface

- 2.1 Perform the four basic mouse operations and utilize keyboard shortcuts.
- 2.2 Obtain on-line Help while using an application.
- 2.3 Understand and use directory structures and paths in file management.
- 2.4 Use Program Manager to activate, resize, and close a group window; arrange and create icons; and switch between applications.
- 2.5 Use File Manger to identify directory structures and paths, format and copy a diskette; select, copy and move one file or a group of files; change the current drive; rename or delete a file; create a backup diskette.

Module 3 - Building a Spreadsheet

- 3.1 Input, edit and format text and numbers.
- 3.2 Sum a range of cells.
- 3.3 Copy a range of cells.
- 3.4 Create a column chart.
- 3.5 Open, close, save and print a spreadsheet.

- 3.6 Plan a spreadsheet.

Module 4 - Formulas, Formatting and Creating Charts

- 4.1 Use the point mode to enter formulas.
4.2 Identify and apply the basic arithmetic operators.
4.3 Identify and apply statistical functions.
4.4 Apply formatting techniques to alter fonts, colour characters and backgrounds, align text, add borders, and adjust column widths or row heights.
4.5 Create a chart on a separate sheet and format chart items.

Module 5 - Enhancing a Spreadsheet and Chart

- 5.1 Insert and delete cells, columns and rows.
5.2 Freeze column and row titles.
5.3 Use relative-, absolute-, and mixed-cell referencing appropriately.
5.4 Use the @ IF function to enter one value or another in a cell on the basis of a logical test.
5.5 Create and explode a 3-D pie chart.

5.6 Rotate and add an arrow and text to a chart.
5.7 Use the spreadsheet to pose and answer "what-if" questions.

Module 6 - Object Linking and Embedding (OLE)

- 6.1 Copy and paste an object from a source document to a destination document.
6.2 Copy and embed an object from a source document to a destination document.
6.3 Copy and link an object from a source document to a destination document.
6.4 Describe the differences and make recommendations concerning the use of pasting, embedding, and linking objects.

Module 7 - Creating a Database

- 7.1 Describe databases and database management systems.
7.2 Input, edit and format text and numbers.
7.3 Create, open, close, save, format, view and print a table.
7.4 Create a graph.
7.5 Design a database to eliminate redundancy.

Module 8 - Querying a Database

- 8.1 Use a query to display selected fields.
8.2 Use character data, numeric data, comparison operators and wildcards as criteria in a query.
8.3 Use compound criteria involving both AND/OR in a query.
8.4 Sort the answer to a query.
8.5 Join tables in a query.
8.6 Use computed fields in a query.
8.7 Calculate statistics and use grouping in a query.
8.8 Graph the answer to a query.

Module 9 - Maintaining a Database

- 9.1 Change the contents and restructure a table.

- 9.2 Update a table with validation rules.
- 9.3 Modify or delete groups of records.

- 9.4 Specify referential integrity.
- 9.5 Create single-field and multiple-field secondary indexes.

Module 10 - Schedule and Contact Management

- 10.1 Entering, editing, and moving appointments.
- 10.2 Creating events.
- 10.3 Displaying and printing calendars in assorted views.
- 10.4 Creating and printing task lists.
- 10.5 Creating, organizing, and printing contact lists.
- 10.6 Exporting, importing, and deleting folders.

Module 11 - Creating Slideshows

- 11.1 Choosing a design template and layout.
- 11.2 Creating a title slide.
- 11.3 Adding new slides.
- 11.4 Formatting text attributes.
- 11.5 Adding clip art to slides.
- 11.6 Adding and formatting animation effects .
- 11.7 Printing slides and running slideshows.

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 Concepts and Techniques, Latest Ed. Massachusetts: Boyd & Fraser.

Q: Means of Assessment

Windows/Outlook/PowerPoint test	25%
Excel test	25%
Access test	25%
Assignments (4-6)	<u>25%</u>
Total	<u>100%</u>

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 (5 projects)

Course Designer(s): **David Cordon**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

Registrar: **Trish Angus**

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DATE: January 2001