



**Douglas
College**

**SEPTEMBER 2003
CURRICULUM GUIDELINES**

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

B. Department / **Commerce & Business Admin.** Revision New Course
Program Area: **Office Administration**
If Revision, Section(s)
Revised:

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 word processing software to produce a variety of business documents meeting industry standards for timely completion, correctness of content and format, and professional appearance;
5. Use presentation graphics software to produce slideshows that include animation of text and images;
6. Use spreadsheet software capable of answering “what-if” questions to solve business problems;
7. Produce business documents requiring the integration of word processing, presentation graphics and spreadsheet software.

N: Course Content: [approximate time allocation in weeks]

Module 1 – Hardware and Software [1]

- 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

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