

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 a</b>		

Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or	Course Prerequisites:  <b>English 11 with a grade of “C” or better or equivalent and OADM 1256</b>
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for each descriptor)

**J:** Course 12 beter 12or

**Lecture: 3 Hrs.**

**Seminar: 1 Hr.**

**Total: 4 Hrs.**

Number of Weeks per Semester:

**15 Weeks x 4 Hrs. per week = 60 Hrs.**

**K:** Maximum Class Size:

**30**

**L:** PLEASE INDICATE:

Non-Credit

College Credit Non-Transfer

College Credit Transfer:



- 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.

**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:**