BOT 59.1 Course Outline as of Fall 1998

CATALOG INFORMATION

Dept and Nbr: BOT 59.1 Title: APPLD OFF TEC SKILS
Full Title: Applied Office Technology Skills
Last Reviewed: 10/4/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	4.00	Lecture Scheduled	4.00	17.5	Lecture Scheduled	70.00
Minimum	4.00	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	2.00		Contact DHR	35.00
		Contact Total	6.00		Contact Total	105.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 140.00 Total Student Learning Hours: 245.00

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	

Catalog Description:
Acquire experience with and evaluate appropriate technological tools and environments (computer systems, integrated software, fax/modem, phone, workstations, work flow planning) to design business information processing systems. Integration of workplace competencies and foundation skills in this course form a solid basis for the Business Office Technology Department Certificate/Degree Programs.

Prerequisites/Corequisites:
Course Completion of BOT 55 and Course Completion of BOT 56.2 OR Course Completion of BOT 65.1

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Acquire experience with and evaluate appropriate technological tools and environments (computer systems, integrated software, fax/modem, phone, workstations, work flow planning) to design business information processing systems. (Grade Only)

Prerequisites/Corequisites: Course Completion of BOT 55 and Course Completion of BOT 56.2 OR Course Completion of BOT 65.1
Recommended:
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Spring 1992	Inactive:	Fall 2015
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
1. Explain the five parts of an information system
2. Distinguish applications software from system software
3. Identify appropriate software to use for various tasks
4. Describe integrated software
5. Explain the advantages and disadvantages of various operating systems
6. Discuss the difference between DOS and Windows and Windows NT
7. List the four classifications of computer systems
8. Explain the workings and functions of computer memory
9. Identify the components of a microcomputer system
10. Describe the difference between keyboard and direct-entry input devices
11. List output devices
12. Evaluate available communications resources
13. Identify communications hardware and peripherals including modems and scanners
14. Describe four communication network arrangements
15. Define telecommunications and network terminology including voice mail, video calls, and cellular phones
16. Explain how changing technology has made the microcomputer a resource that can use information systems
17. Describe how information flows in an organization
18. Distinguish among a transaction processing system, a management information system, and a decision support system
19. List the six phases of a system's life cycle

20. Discuss how problems or needs are identified during the preliminary investigation
21. Describe how a new or alternate information system is designed
22. Discuss how a new information system is installed and users are trained in the systems implementation phase
23. Decide on systems maintenance and on-going evaluation to determine if a new system is doing what it is supposed to do
24. Identify health problems associated with improper use of technology such as carpal tunnel syndrome, and identify preventive measures
25. Identify agencies that establish and monitor health and safety standards and the standards established by these agencies
26. List the four ethical issues: privacy, accuracy, property, and access
27. Discuss the ethical issues raised by the presence of large databases and electronic networks
28. Analyze the effects of computer crimes including the spreading of computer viruses
29. Identify security measures that may be taken to reduce computer crimes
30. Apply technology to specific tasks
31. List ways in which to maintain and troubleshoot equipment
32. Demonstrate familiarity with integrated software, personal information/project management software, operation systems, fax/ modem software, electronic mail, and the Internet
33. Research, organize, and prepare a written and oral presentation using appropriate media and technology to present solutions to current business issues or problems

Topics and Scope:

Including but not limited to:

I. Computer Competency
   A. Application of microcomputers
   B. Four kinds of computers
   C. Five parts of a microcomputer System
II. Application Software
   A. Purpose and forms of application software
   B. Purpose and identity of word processing, spreadsheet, database, graphics, communication, and integrated software
   C. Power Tools (personal information managers, project management software, desktop publishing, hypertext and multimedia, CAD/ CAM, artifical intelligence software
   D. Common features found in application packages
   E. New software developments
III. Systems Software
   A. DOS
   B. DOS with Windows
   C. Windows NT
   D. OS/2
   E. Macintosh
IV. Hardware
   A. Four types of computer systems

1. Microcomputer
2. Minicomputer
3. Mainframe computer
4. Supercomputer

B. The Central Processing Unit
1. Primary storage
2. The binary system
3. The system unit

C. Input and output devices

V. Communications and Connectivity
A. Identification of options
B. Hardware considerations
C. Communications channels
D. Network configurations and types
E. Communications and the future
F. Impact of the Information Superhighway (Internet)
G. Telephone systems

VI. Employment, Health, and Safety Issues
A. Ergonomics
B. Ethics
C. Computer crime
D. Security

VII. Information Systems
A. The information revolution
B. Information flow of an organization
C. Levels of computer-based information systems

VIII. Systems Analysis and Design
A. Preliminary investigation
B. System analysis
C. Systems design
D. Systems development
E. Implementation
F. Maintenance

Assignment:

Including but not limited to:
1. Weekly reading of textbook chapters and other written materials
2. Written summaries of magazine and newspaper articles
3. Participation in group activities
4. Participation in experiential training exercises
5. Hands-on computer activities
6. Research paper on microcomputer system selection recommendation
7. Reports on technology appropriate for various office tasks

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Term papers	Writing 10 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Field work, Lab reports, Exams	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances	Skill Demonstrations 30 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion	Exams 5 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE	Other Category 0 - 10%

Representative Textbooks and Materials:
POCKET GUIDES TO THE INTERNET, Velkov/Hartnell, Mecklermedia, 1997
MICROSOFT OFFICE PROFESSIONALS FOR WINDOWS ILLUSTRATED, by Halvorson, et. al., Course Technology, 1997
COMPUTING ESSENTIALS THE BRIEF VERSION, O'Leary & O'Leary, Mitchell/ McGraw-Hill Publishing, updated annually