

**BOT 59.1 Course Outline as of Fall 2005**

**CATALOG INFORMATION**

Dept and Nbr: BOT 59.1

Title: APPLD OFFICE TEC SKILLS

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, application software, workstations, work flow planning) to design business information processing systems. Hands-on experience with some of the latest technologies, such as notebook computers, Microsoft Outlook, PDAs (Personal Digital Assistants), and speech recognition.

**Prerequisites/Corequisites:**  
Course Completion or Current Enrollment in CS 65.11A ( or BOT 73.10A)

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Acquire experience with and evaluate appropriate technological tools and environments (computer systems, integrated software, workstations, work flow planning) to design business information processing systems. Hands-on experience with some of the latest technologies, such as notebook computers, Microsoft Outlook, PDAs, and speech recognition.

(Grade Only)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 65.11A ( or BOT 73.10A)

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Spring 1992	Inactive: Fall 2015
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Evaluate the five parts of an information system and the purpose and importance of each part.
2. Compare different operating systems.
3. Determine appropriate application software to use for various tasks.
4. List the classifications of computer systems.
5. Examine the workings and functions of computer memory.
6. Show the relationship among the components of a microcomputer system.
7. Differentiate among various input devices.
8. Experiment with input and output devices.
9. Evaluate available communications resources.
10. Analyze the impact of wireless technology on business.
11. Analyze health problems associated with improper use of technology such as carpal tunnel syndrome, and assess preventive measures.
12. Evaluate security measures that may be taken to reduce computer crimes.
13. Examine privacy issues and determine the pros and cons of universal access to information.
14. Apply technology to specific tasks.
15. Research, organize, and prepare a written and oral presentation using appropriate media and technology to present solutions to current business issues or problems.
16. Propose ways in which to prepare for future changes in technology.
17. Determine how to maintain currency with technology.

18. Use laptop computer, PDA (personal digital assistant), and wireless technology features to create and distribute business documents.
19. Organize a Microsoft Outlook account and integrate the schedule, contacts, and task features.
20. Experiment with the speech recognition features of Microsoft Office.

## **Topics and Scope:**

Including but not limited to:

- I. Introduction to Information Technology
  - A. Application of microcomputers
  - B. Kinds of computers
  - C. Parts of a microcomputer system
  - D. Connectivity and the wireless revolution
- II. Application Software
  - A. Purpose and types of application software
  - B. Features of word processing, spreadsheet, database, graphics, communication, and integrated software
  - C. New software developments
- III. Systems Software
  - A. Embedded operating systems
  - B. Network operating systems
  - C. Desktop operating systems
  - D. Utility suites
- IV. Hardware
  - A. Types of computer systems
  - B. System board
  - C. Memory
  - D. Expansion slots and cards
- V. Input and Output
  - A. Point devices
  - B. Scanning
  - C. Digitizing devices
  - D. Audio-input devices
  - E. Monitors
  - F. Printers
  - G. Secondary storage
- VI. Connectivity and the Wireless Revolution
  - A. Communication channels
  - B. Connection devices
  - C. Data transmission
  - D. Network types
  - E. The Internet and intranets
  - F. Search tools
  - G. Electronic commerce
- VII. Ergonomics and the Environment
  - A. Privacy issues
  - B. Security and computer crime
  - C. Ergonomics
- VIII. Hands-on Training
  - A. Microsoft Outlook for email, contacts, calendar, task list, and notes

- B. Personal digital assistant (PDA)
  - C. Navigating a local area network
  - D. Listservs and bulletin boards
  - E. Speech recognition with Microsoft Office software
  - F. Free Web resources
  - G. Keyboard shortcuts
  - H. Microsoft Outlook
- IX. The Future
- A. New products
  - B. New enterprises
  - C. Impacts of technology on people
  - D. Maintaining currency

### Assignment:

Including but not limited to:

1. Weekly reading of textbook chapters and other written materials of approximately 30-40 pages
2. One-page computer generated summaries of magazine, newspaper, and internet articles.
3. Participation in group activities such as beaming business cards using PDA's, verifying application of ergonomic techniques, and collaborating on an oral presentation.
4. Hands-on activities with various technologies.
5. Lab reports: written analysis troubleshooting various technologies.
6. Write training instructions for using various technologies.
7. Term Paper: formal report recommending the technology, furniture, and essentials needed for a home office, content of report to be a minimum of six pages in length using correct business format.

### 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
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Writing 10 - 50%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Lab reports, Exams
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Problem solving 20 - 50%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Oral presentation and hands-on computer skills
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Skill Demonstrations 20 - 50%
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**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 and participation

Other Category  
5 - 20%

**Representative Textbooks and Materials:**

COMPUTING ESSENTIALS, by Timothy J. and Linda I. O'Leary. Published by McGraw-Hill/Irwin, updated annually