BOT 59.1 Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: BOT 59.1 Title: APPLD OFFICE TECH 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	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	70.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 140.00 Total Student Learning Hours: 210.00

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 online tools, smart devices and phones, polling and survey programs, calendaring across multiple platforms, cloud computing, Bluetooth and wireless technologies, and other business application tools.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 65.11 (or CIS 74.11)

Limits on Enrollment:

Schedule of Classes Information:
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 online tools, smart devices and phones, polling and survey programs, calendaring across multiple platforms, cloud computing, Bluetooth and wireless technologies, and other business application tools. (Grade Only)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 65.11 (or CIS 74.11)
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:
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 written and oral presentations 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, free Web-based services, and wireless technology features to create

and distribute business documents.
19. Experiment with the technologies to deliver virtual meetings, conferences, and collaborations.

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, including Bluetooth
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. Navigating a local area network
   B. Listservs, bulletin boards, blogs, Twitter, and other communication tools
   C. Free Web resources, and cloud computing
   D. Social networks

E. Virtual meetings
F. Web-based collaboration tools
G. Smart devices and phones

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. Participation in 2 to 4 group activities to research and compare new products and deliver as a group presentation.
3. Hands-on activities with various technologies.
4. Lab reports: written analysis troubleshooting various technologies.
5. Write training instructions for using various technologies.
6. 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.
7. Oral presentation of term paper.
8. 5 to 10 tests based on the textbook.

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 paper, lab reports	Writing 30 - 40%

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

Homework problems, hands-on activities	Problem solving 20 - 40%

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

Class performances, oral presentation and hands-on technology activities	Skill Demonstrations 20 - 40%

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

Tests: 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:
Technology in Action, by Evans/Martin/Poatsy, 6th ed, Prentice-Hall, 2009 (updated annually).