
Revised:
Date of Previous Revision:
Date of Current Revision:

C: OADM 356

D: MICROCOMPUTER APPLICATIONS II E: 3

Subject & C

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Use the Windows interface to perform basic software functions and to organize and manage directories and files effectively;
2. Use the microcomputer as a decision making and problem solving tool;
3. Use desktop publishing software to produce a variety of business documents meeting industry standards for timely completion, correctness of content and format, and professional appearance;
4. Use database software to create and maintain a relational customer database, and routinely retrieve information by performing queries and generating reports;
5. Use a desktop information management program to organize a schedule, keep a record of contacts, and maintain a task list;
6. Use web page editors to design and develop a comprehensive web site;
7. Produce business documents requiring the integration of all applications found in a typical office suite.

N: Course Content: [approximate time allocation in weeks]**Module 1 – Desktop Publishing [4]**

- 1.1 Select and customize a publication design.
- 1.2 Create and format text frames, picture frames, and custom shapes.
- 1.3 Align and group text and picture frames.
- 1.4 Open, edit, preview, print and save a publication.
- 1.5 Create and format tables with borders and fill colours.
- 1.6 Create and apply text styles.
- 1.7 Insert, resize and format clip art including setting text wrap options.

Module 2 – Database [6]

- 2.1 Create a customer database with multiple tables.
- 2.2 Modify and update tables while establishing validation rules.
- 2.3 Perform queries and generate related reports.
- 2.4 Create single-field and multiple-field indexes.
- 2.5 Create, modify, print and save reports.
- 2.6 Create, format, modify and save forms.
- 2.7 Enhance forms with date, memo, OLE, and hyperlink fields.
- 2.8 Modify tables and save table properties.
- 2.9 Create a form with a subform.
- 2.10 Use forms to view data and web pages.
- 2.11 Use date and memo fields in a query.
- 2.12 C

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| 3.2 | Insert, position and resize images. |
| 4.4 | Insert and format marquees, text boxes, check boxes, option buttons and drop-down list boxes. |
| 4.5 | Build a hierarchical web site and develop internal navigational tools. |

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.