LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____

UWUCC USE Only
Number: _____
Submission Date: _____
Action-Date: _____

97-19a,
96-90a.

Part I for the OS 301 to OS285 Course "Curriculum Proposal Cover Sheet"

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person _Dr. Moore/Dr. Szul/Dr. Brandenburg_ Phone _357-3003_

Department _Office Systems & Business Education_

II. PROPOSAL TYPE (Check All Appropriate Lines)

_____ COURSE _____

_____ New Course* _____
                              Suggested 20 character title

                          _____
                              Course Number and Full Title

__X__ Course Revision   OS 285--Advanced Microcomputer Applications
                              Course Number and Full Title

_____ Liberal Studies Approval + _____
          for new or existing course
                              Course Number and Full Title

_____ Course Deletion _____
                              Course Number and Full Title

__X__ Number and/or Title Change _OS 301 -- Advanced Microcomputer Applications_
                              Old Number and/or Full Old Title

                          OS 285 -- Advanced Microcomputer Applications
                              New Number and/or Full New Title

_____ Course or Catalog Description Change _____
                              Course Number and Full Title

_____ PROGRAM: _____ Major   _____ Minor   _____ Track

_____ New Program* _____
                              Program Name

_____ Program Revision* _____
                              Program Name

_____ Program Deletion* _____
                              Program Name

_____ Title Change _____
                              Old Program Name

                      _____
                              New Program Name

III. Approvals (signatures and date)

_Maryanne Brandenburg_____
Department Curriculum Committee

_____ 2/19/97
College Curriculum Committee

_____
+Director of Liberal Studies (where applicable)

_____
Department Chair

_____ 3/1/97
College Dean

_____ 3/17/97
*Provost (where applicable)

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Part II for the <u>OS 301 to OS285 Course</u> Description of Curriculum Change

1. Revised syllabus of record for OS301, revised to OS285 (See pp. 9-19.)

2. Summary of proposed revisions of course OS301 are illustrated in two column format (p. 15) comparing old (OS301) and Revised (OS285). Proposed changes are indicated by bold print.

3. Justification and rationale for revision

   a) To reflect current practices and current technology

   b) To provide a relevant course in place of IM260, which is no longer offered by the MIS Department. (See memo from Ken Shildt, MIS & Decision Sciences Department, p. 25.)

4. Old syllabus of record is included on pp. 16-19 of this proposal, with differences between old and revised indicated by bold print.

5. Liberal Studies course approval form and checklist is not applicable for this change.

Part III. Letters/memos from interested or affected parties are not required for the OS301 to OS285 course revision.

INDIANA UNIVERSITY OF PENNSYLVANIA

OFFICE SYSTEMS AND BUSINESS EDUCATION DEPARTMENT

Advanced Microcomputer Applications OS 285 (3c-3sh)

Prerequisites: BE/CO/IM 101, or Permission of instructor

Textbooks: Skibbe, *Optimizing Your Multimedia PC*, Compaq Press; Fulton, *Ten Minute Guide to MS-DOS 6.2*, Alpha; Plumley, *Microsoft Office, Quick Reference*, Que.

COURSE DESCRIPTION

Advanced applications of micro computing software from the user perspective to enhance productivity of office employees, executive and managerial, professional, and support personnel. Comparative and evaluative techniques for appropriate selection and implementation of software. Word processing, spreadsheet, database, **multimedia, internet**, utility, and operating **environment** software will be emphasized.

COURSE OBJECTIVES

1.   Students will develop advanced skills for using office systems software programs.

2.   Students will become familiar with software used to maintain and enhance a PC system.

3.   Students will demonstrate an understanding of selecting appropriate software for a variety of environments.

4.   Students will develop techniques for resolving conflicts when software problems occur.

TEACHING METHODOLOGY

Daily activities will consist of hands-on experience using the microcomputer. Class attendance is important. Lectures will be presented as needed. Unannounced quizzes may be given throughout the semester to check your understanding of essential concepts. It is your responsibility to be in class when quizzes and assignments are given. No make-ups will be given unless *prior* arrangements have been made with the instructor. Assignments will include readings from class texts and laboratory projects.

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EVALUATION METHODS

The final grade for this course will be determined as follows:

1. Laboratory projects--300 points

2. Exams--three exams--estimated 300 points

3. Quizzes--estimated 75 points

4. Perfect attendance = 20 bonus points; 1 absence = 10 bonus points

The above points are estimated and will vary however final grades will be determined by using 90, 80, 70, and 60 percent of the final total.

COURSE OUTLINE

		Hours

A.   Word Processing Advanced Concepts   5
1. Working with codes
2. Managing documents
3. Adding a document summary
4. Using the Text In/Out Command
5. Executing a DOS Command within WordPerfect
6. Using the Print menu
7. Using the Font menu
8. Outlining a document
9. Generating a Table of Contents
10. Generating an Index
11. Using styles
12. Using macros
12. Customizing
13. Installation

B.   Spreadsheet Advanced Concepts   5
1. Sorting a Data Base Worksheet
2. Searching a Data Base Worksheet
3. Extracting records from a Data Base Worksheet
4. Using the Data Base Functions
5. Changing Worksheet Settings
6. Hiding columns and protecting cells
7. Changing range formats
8. Using range names
9. Transposing columns and rows
10. Controlling recalculation and iteration
11. Using relative, absolute, and mixed cell references
12. Using additional functions
13. Using macros
14. Installation

C.   Database Advanced Concepts   3
1. Using memo fields
2. Linking files
3. Creating an update query
4. Using calculated fields
5. Summarizing data
6. Designing custom forms
7. Designing custom reports

8. Entering and modifying records
9. Sorting and indexing
10. Finding data
11. Relating files
12. Using other dBASE IV commands
13. Installation

D. Multimedia Concepts   10
  1. **Multimedia PC Standards**
  2. **Video Display Adaptors**
  3. **Image Types**
  4. **Animation**
  5. **Sound**
  6. **CD ROMs**
  7. **Full-Motion Digital Video**
  8. **Multimedia Networks**
  9. **Desktop Video Conferencing**
  10. **Emerging Developments**

E. Internet Concepts   7
  1. **Browsers**
  2. **Search Engines**
  3. **Web Page Development**
  4. **Utility Programs**

F. Operating Environment   10
  1. **Operating Systems Software**
      a. **DOS**
      b. **Windows**
      c. **Others**
  2. **Optimizing Your PC**
      a. **Memory Managers**
      b. **.INI Settings**
      d. **Virtual Memory**
      e. **Other Developments**

G. Fourth Generation Languages   2

                                              TOTAL HOURS   42

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Old (OS 301)	Revised (OS 285)

Course Description:

Advanced applications of micro computing software from the user perspective to enhance productivity of office employees, executive and managerial, professional, and support personnel. Comparative and evaluative techniques for appropriate selection and implementation of software. Word processing, spreadsheet, database, **desktop publishing**, utility, and operating **system** software will be emphasized.

Course Description:

Advanced applications of micro computing software from the user perspective to enhance productivity of office employees, executive and managerial, professional, and support personnel. Comparative and evaluative techniques for appropriate selection and implementation of software. Word processing, spreadsheet, database, **multimedia, internet**, utility, and operating **environment** software will be emphasized.

Course Outline
D. **Desktop Publishing Graphics**
  1. **Frame setting function**
  2. **Paragraph tagging function**
  3. **Text editing function**
  4. **Graphics**
  5. **Design and layout cons.**

Course Outline
D. **Multimedia Concepts**
  1. **Multimedia PC Standards**
  2. **Video Display Adaptors**
  3. **Image Types**
  4. **Animation**
  5. **Sound**
  6. **CD ROMs**
  7. **Full-Motion Digital Video**
  8. **Multimedia Networks**
  9. **Desktop Video Conferencing**
  10. **Emerging Developments**

E. **Hard Disk Management**
  1. **Operating Systems Software**
      (a) **DOS**
      (b) **OS-2**
      (c) **Windows**
      (d) **Unix**
  2. **Utility Programs**
      (a) **Norton utilities**
      (b) **File mngmt. software**
      (c) **Memory mngmt. sftwre.**
      (d) **HTML editors**

E. **Internet Concepts**
  1. **Browsers**
  2. **Search Engines**
  3. **Web Page Development**
  4. **Utility Programs**

F. **Operating Environment**
  1. **Operating Systems Software**
      a. **DOS**
      b. **Windows**
      c. **Others**
  2. **Optimizing Your PC**
      a. **Memory Managers**
      b. **.INI Settings**
      d. **Virtual Memory**
      e. **Other Developments**

INDIANA UNIVERSITY OF PENNSYLVANIA

OFFICE SYSTEMS AND BUSINESS EDUCATION DEPARTMENT

Advanced Microcomputer Applications OS 301

Prerequisites: BE/CO/IM 101, or Permission
of instructor

Instructor: Dr. Richard D. Rowell, COAP

Office: 221D -- ECOB

Telephone: 357-5747 (Office --Answering
Machine)

Office Hours: MW 10:30 - 11:00 am
TTR 1:15 - 2:45

E-Mail: Rowell

Textbooks: Skibbe, *Optimizing Your Multimedia PC*, Compaq Press; Fulton, *Ten Minute Guide to MS-DOS 6.2*, Alpha; Plumley, *Microsoft Office, Quick Reference*, Que.

COURSE DESCRIPTION

Advanced applications of micro computing software from the user perspective to enhance productivity of office employees, executive and managerial, professional, and support personnel. Comparative and evaluative techniques for appropriate selection and implementation of software. Word processing, spreadsheet, database, **desktop publishing**, utility, and operating **system** software will be emphasized.

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TEACHING METHODOLOGY

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EVALUATION METHODS

The final grade for this course will be determined as follows:

1. Laboratory projects--300 points

2. Exams--three exams--estimated 300 points

3. Quizzes--estimated 75 points

4. Perfect attendance = 20 bonus points; 1 absence = 10 bonus points

The above points are estimated and will vary however final grades will be determined by using 90, 80, 70, and 60 percent of the final total.

Final Exam = Wednesday, December 18, 8:00 - 10:00

COURSE OUTLINE

A.   Word Processing Advanced Concepts
1. Working with codes
2. Managing documents
3. Using the Tab Align Command
4. Using the Flush Right Command
5. Adding a document summary
6. Using the Text In/Out Command
7. Executing a DOS Command within WordPerfect
8. Using the Print menu
9. Using the Font menu
10. Sorting text
11. Outlining a document
12. Generating a Table of Contents
13. Generating an Index
14. Adding graphics
15. Creating form letters
16. Using styles
17. Using macros
18. Customizing WordPerfect
19. Installation

B. Spreadsheet Advanced Concepts
1. Sorting a Data Base Worksheet
2. Searching a Data Base Worksheet
3. Extracting records from a Data Base Worksheet
4. Using the Data Base Functions
5. Changing Worksheet Settings
6. Freezing titles and using windows
7. Hiding columns and protecting cells
8. Changing range formats
9. Using range names
10. Filling a range with a sequence of numbers
11. Transposing columns and rows
12. Controlling recalculation and iteration
13. Using relative, absolute, and mixed cell references
14. Using additional functions
15. Using macros
16. Installation

C.   Database Advanced Concepts
1. Using memo fields

2. Linking files
3. Creating an update query
4. Using calculated fields
5. Summarizing data
6. Designing custom forms
7. Designing custom reports
8. Entering and modifying records
9. Sorting and indexing
10. Finding data
11. Relating files
12. Using other dBASE IV commands
13. Installation

D.   **Desktop Publishing Graphics**
1. **Frame setting function**
2. **Paragraph tagging function**
3. **Text editing function**
4. **Graphics**
5. **Design and layout considerations**

E.   **Hard Disk Management**
1. **Operating Systems Software**
   - (a) **DOS**
   - (b) **OS-2**
   - (c) **Windows**
   - (d) **Unix**
2. **Utility Programs**
   - (a) **Norton utilities**
   - (b) **File management software**
   - (c) **Memory management software**
   - (d) **HTML editors**

F.   Fourth Generation Languages