

COURSE TITLE AND NUMBER: office Technology OAS 242

North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS 2007-2008
Last Revision 12/12/2006

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR: Barbara Lindsey

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: LECTURE: 3 LAB: 0 TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: OAS 242

CREDIT HOURS: 3

COURSE TITLE: Office Technology

TRANSFERABLE YES: NO: X TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

CATALOG DESCRIPTION:

For students interested in new technology used in business and industry that facilitates basic office procedures. Topics may change with new developments, but generally include voice recognition systems, web language and design, OCR and scanning, interpreting and analyzing data using software, trouble-shooting the PC and using Anti-Virus software. Students will further develop communication and scheduling skills using software, PDAs, and video/audio conferencing activities.

An ideal course for students with sophomore standing.

GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
 - Write and speak effectively
 - Independently acquire knowledge
 - Select and use mathematical tools for problem solving and decision making
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COURSE OBJECTIVES & OUTCOMES:

At the completion of the course, the student will:

- Have a working knowledge of new office technology and its role in improving productivity
 - Be exposed to applications of new office technology in the workplace
 - Develop improved communication skills within an office setting
 - Demonstrate initiative and positive work attitude within an office setting
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METHODS OF INSTRUCTION: Lecture, in class assignments, group exercises, hands-on application

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METHODS OF EVALUATION:

Course Grade	Approximate % of Grade
Announced examination	25
Attendance	25
Laboratory exercises	25
Technology Report	25

REQUIRED TEXTS:

Dragon Naturally Speaking Quick Tutorial, Baumgarten, Barksdale & Rutter
Outlook 2003: A Professional Approach, Glencoe/McGraw Hill

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations may be provided for students with documented disabilities. Please contact Learning Support Services at 348-6817 to arrange these.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Material to Cover
1	Introduction to Class – Introduction to HTML coding/Web Page
2	HTML coding continued with integration of digital camera operation
3	Optical Character Recognition & Scanning
4	Optical Character Recognition & Scanning
5	Trouble Shooting PC and Anti Virus
6	Voice Recognition
7	Voice Recognition
8	Voice Recognition
9	Microsoft Outlook
10	Microsoft Outlook
11	Microsoft Outlook
12	Video Conferencing
13	Project
14	Video Conferencing Special Topics – Additional Uses for Computer/Software
15	Review for Examination – Technology Report due
16	Final Examination

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON 12/20/06