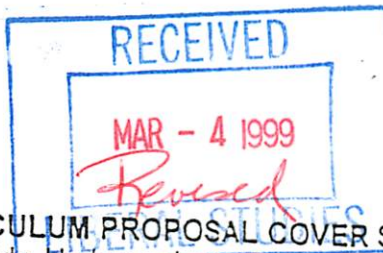


LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____



98-336
69-180

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

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Dr. Szul/Dr. Rowell Phone X 7 3003
Department Office Systems and Business Education

II. PROPOSAL TYPE (Check All Appropriate Lines)

COURSE Micro Software Sol
Suggested 20 character title

____ New Course*
Course Number and Full Title

Course Revision OS 301 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

Number and/or Title Change OS 301 Advanced Microcomputer Applications
Old Number and/or Full Old Title

OS 301 Microcomputer Software Solutions
New Number and/or Full New Title

Course or Catalog Description Change OS 301 Microcomputer Software Solutions
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)

[Signature] 4-23-98
Department Curriculum Committee

[Signature] 4/23/98
Department Chair

[Signature] 9/17/98
College Curriculum Committee

[Signature] 9/30/98
College Dean

+ Director of Liberal Studies (where applicable)

*Provost (where applicable)

Part II. Description of Curriculum Change

1. New Syllabus of record is attached.
2. Content of the course has been revised to reflect changes in concepts and technology.
3. Justification/rationale for the revisions.
The course has been revised to reflect current practices and current technology as recommended by the Office Systems Research Association, analysis of the IS '97 Model and private vendor certification programs.
4. The old syllabus of record is attached.
5. Liberal Studies course approval is not required.

Part III. Letters of Support

See attached correspondence with MIS and Computer Science departments. (pg. 46)

I. Catalog Description**OS 301 Microcomputer Software Solutions**

3 credits
3 lecture hours
0 lab hours
(3c-01-3sh)

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

Advanced utilization of the microcomputer to enhance productivity of office employees: executive and managerial, professional, and support personnel through optimization of hardware and software. Comparative and evaluative techniques for appropriate selection and implementation of software. Operating environment, integrated suites, multimedia, internet, and utility software will be emphasized.

II. Course Objectives

1. Students will develop skills for customizing and optimizing a variety of software programs.
2. Students will become familiar with software used to maintain and enhance a microcomputer 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.
5. Students will develop techniques for writing user documentation.

III. Course Outline

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <p>A. Operating Environment</p> <ol style="list-style-type: none"> 1. Preparing for Installation 2. Operating System Installation Process 3. Upgrading To A New Operating System 4. Troubleshooting Process 5. Configuring Hardware/Software Settings 6. Optimizing Memory, Video, and File System Performance 7. Identifying And Using Utility Programs for Solving Problems | <p>(12 hrs)</p> |
| <p>B. Selecting Appropriate Software</p> <ol style="list-style-type: none"> 1. Decision Making Process 2. Problem Solving 3. Personal Productivity 4. Shared Applications | <p>(3 hrs)</p> |
| <p>C. Using Integrated Suites</p> <ol style="list-style-type: none"> 1. Preparing for Installation 2. Integrated Suite Installation Process 3. Configuring Various User Preferences 4. Using Advanced Functions of Integrated Suite Software | <p>(5 hrs)</p> |

- 5. Troubleshooting Problems of Integrated Suite Software
 - 6. Uninstalling software
 - D. Using Advanced Functions of Integration Suite Software (5 hrs)
 - 1. Customizing
 - 2. Managing
 - 3. Integrating
 - E. Systems Configuration and Optimization (10 hrs)
 - 1. Multimedia Add-ons
 - 2. Multimedia Support
 - 3. System Configuration Utilities
 - 4. File and Disk Maintenance Utilities
 - 5. Security, Protection System Utilities and Virus
 - 6. Desktop and PC Optimization
 - 7. Full-Motion Digital Video
 - 8. Desktop Video Conferencing
 - 9. Web Page Enhancements
 - 10. Emerging Technologies
 - F. Creating User Documentation (7 hrs)
 - 1. Types of Documentation
 - 2. Audience Analysis
 - 3. Content Analysis
 - 4. Writing Styles
 - 5. Applications
 - 6. On-Line Delivery
 - G. Final Activity (2 hrs)
- Total Hours: 44 hrs

IV. Evaluation Methods

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

1. Laboratory projects--six, i.e., loading software, configuring desktop--300 points
2. Exams--three exams--estimated 300 points
3. Quizzes--estimated 75 points
4. Final Activity--Electronic Portfolio Assessment 100 points

Grading scale is as follows:

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60-69%
F	=	59% and below

Required Textbooks

Required Textbooks: Skibbe, *Optimizing Your Multimedia PC*, Compaq Press; Mastering Windows 95 Visually, IDG; Plumley, *Microsoft Office 97, Quick Reference*, Que.

V. Teaching Methodology

Daily activities will consist of hands-on experience using the microcomputer. Class attendance is important. Lectures will be integrated with hands-on activities. Unannounced quizzes may be given throughout the semester to check understanding of essential concepts. It is the student's 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.

INDIANA UNIVERSITY OF PENNSYLVANIA

OFFICE SYSTEMS AND BUSINESS EDUCATION DEPARTMENT

Advanced Microcomputer Applications OS 301

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, **desktop publishing**, utility, and operating system 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.

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

- 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**