

Date Adopted: September, 1986

Date Reviewed: Aug 2015

Date Revised: Aug 2015

## **OAD 232 THE ELECTRONIC OFFICE**

### **I. OAD 232 THE ELECTRONIC OFFICE– 3 Semester Hours**

#### **II. Course Description**

This course is designed to enable the student to develop skills in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

#### **III. Prerequisite**

OAD 125 or permission of instructor

#### **IV. Textbook**

##### **Required:**

Textbook: Microsoft Excel 2013 Benchmark Level 1

Publisher: Paradigm

Author: Rutkosky

Textbook: Microsoft Access 2013 Level 1

Publisher: Paradigm

Author: Rutkosky

#### **V. Course Objectives**

1. The student will be able to demonstrate an understanding of terminology associated with the electronic office and to list and describe major applications for the computerized equipment in the Electronic Office lab.
2. The student will be able to perform management tasks associated with system operation and the proper handling of internal and external storage media.
3. The student will be able to utilize the database component of an integrated office suite to record data and generate queries and reports.
4. The student will be able to utilize the word processing, spreadsheet, database, and presentation features of an integrated office suite to produce appropriately formatted business communications (letters, memorandums, reports, and presentations).
5. The student will be able to utilize the internal communication features of a networked computer system to distribute messages and documents electronically .
6. The student will be able to utilize the office management features of a networked computer system to create and maintain calendars, schedule meetings, and log mail.

#### **VI. Course Outline of Topics**

1. Given a minimum of one 100 point general information tests the student will be able to accomplish the following with at least 60 percent accuracy:
  - a. Define key terms associated with the electronic office.
  - b. Describe the computerized equipment located in the Electronic Office lab.
  - c. List the major applications for the computerized equipment in the electronic office lab.
2. The student will be able to perform management tasks associated with system operation and the proper handling of internal and external storage media.

3. The student will be able to perform initializing and power off operations for a networked computer system, format and label diskettes, transfer files between internal and external media, and monitor and control system activity.
4. The student will be able to utilize the database component of an integrated office suite to record data and generate queries and reports.
5. Given a minimum of one performance test, the student will be able to utilize the database and merge features of an integrated office suite to record, and display data, and to generate queries and reports with at least 60 percent accuracy.
6. The student will be able to utilize the word processing, spreadsheet, database, and presentation features of an integrated office suite to produce appropriately formatted business communications (letters, memorandums, reports, and presentations).
7. Given a minimum of one performance test, the student must follow proper procedures to import, embed, and integrate files created in the word processing, spreadsheet, database, and presentation components of integrated office software to produce appropriately formatted letters, memorandums, reports, and presentations.
8. The student will be able to utilize the internal communication feature of a networked computer system to send and receive messages and documents electronically.
9. Given a minimum of one performance test, the student will be able to transmit and receive electronically messages and previously prepared documents to other system users with at least 60 percent accuracy.
10. The student will be able to utilize the office management features of a networked computer system to create and maintain calendars, schedule meetings, and log mail.
11. Given a minimum of one performance test, the student will be able to record calendar information, schedule meetings, and log mail with at least 60 percent accuracy.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **IX. Statement on Discrimination/Harassment**

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

## **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).