

*A POLYTECHNIC INSTITUTION**School of Computing and Academic Studies**Department: High-Tech Professional (HTP) Programs**Program: Office Administrator with Technology (OAT)***OATP 2000**  
**Information Technology**

---

<b>Program Start Date:</b>	November 3, 2014	<b>Program End Date:</b>	April 17, 2015
<b>Total Hours:</b>	288 Lab & Lecture	<b>Course Credits:</b>	24
<b>Prerequisites</b>		<b>OATP 2000 is a Prerequisite for:</b>	
<b>Course No.</b>	<b>Course Name</b>	<b>Course No.</b>	<b>Course Name</b>
None		None	

---

**Course Description:**

As an effective office administrator in today's business world, thorough applied knowledge of information technology is essential. Therefore, this course has been designed to give students advanced skills in computer applications most commonly used in industry today. Topics covered include, but are not limited to: Microsoft Office – including Access, computerized accounting, desktop publishing, and Web site development. The IT component of this course leads towards the Microsoft Office Specialist (MOS) certification as designated by Microsoft, confirming the student's proficiency with all Microsoft Office applications.

Through various modules, this course will introduce the student to Information Technology applications and products relevant for office administrators who recognize not only the need to utilize the latest technology, but also the importance of being able to adapt and respond to future advances in technology.

**Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

1. Manage student files and folders according to standard networking practices at BCIT.
2. Use Microsoft Word functions and commands to create professional-looking documents.
3. Create budgets and financial management reports using Microsoft Excel.
4. Design and deliver a business presentation in Microsoft PowerPoint.
5. Use Microsoft Outlook to manage schedules, business contacts, and email.
6. Design and develop a small database, from back end to front end, using Microsoft Access.
7. Prepare and publish Microsoft Office documents, spreadsheets, slides, and data access pages to the World Wide Web.
8. Use Microsoft Office to collaborate with others on simulated projects.
9. Use accounting software to accomplish basic bookkeeping tasks and to produce financial reports.
10. Apply accepted graphic design principles when creating marketing materials and Web sites.
11. Use HTML to design and modify a simple Web page.
12. Design and manipulate images in Photoshop which will be used later when creating intermediate-level Web sites in Dreamweaver.

## Evaluation

The passing grade for this course is 65% and is calculated by taking a weighted average of the grades for all the modules listed below. Modules are evaluated through a variety of activities including quizzes, projects and hands-on exams. Students are assessed both on their individual work and on their team work. For details on a particular module, please consult the module outline.

---

Module Title	Module Hours	Weight
Introduction to Windows	4	4%
Microsoft Word	28	12%
Microsoft Excel	41	12%
Microsoft Outlook	7	4%
Microsoft PowerPoint	21	12%
Microsoft Access	56	20%
Computerized Accounting	35	12%
Desktop Publishing	42	12%
Web Development	54	12%

---

## **BCIT Policy Information for Students:**

The following BCIT policies are strictly enforced as part of the High-Tech Professional Programs Department:

Policy 3501 – Responsible Use of Information Technology at BCIT

Policy 5002 – Student Regulations

For more information, please consult the BCIT policy page <http://www.bcit.ca/SubLinkPages/PoliciesProcedures.shtml> and the HTP student handbook. Students are advised to make themselves aware of all other relevant BCIT and HTP policies.

### **Verification**

I verify that the content of this course outline is current.

\_\_\_\_\_  
Authoring Instructor

\_\_\_\_\_  
Date

I verify that this course outline has been reviewed.

\_\_\_\_\_  
Program Head/Chief Instructor

\_\_\_\_\_  
Date

I verify that this course outline complies with BCIT policy.

\_\_\_\_\_  
Dean/Associate Dean

\_\_\_\_\_  
Date

### **Note:**

*The course outline is a statement of educational intent and direction. It is not to be construed as a contract to deliver instruction or guarantee learning.*

*The nature of this course is such that planned modules may be changed due to industry demand and technology updates. Should changes be required to the content of this course outline, students will be given reasonable notice.*