

## **COURSE INFORMATION**

Course Prefix/Number: **OST 167**

Course Title: **Information Processing Applications**

Lec Hours/Week: 3

Lab Hours/Week: 0

Credit Hours: 3

[DL ATTENDANCE/VA STATEMENT](#)

[TEXTBOOK INFORMATION](#)

## **COURSE DESCRIPTION**

This course emphasizes applications and features of information processing software.

## **COURSE COMPETENCIES**

### **Module #1—Organizing and Personalizing Data**

1. Create footnotes and endnotes and format a paper using MLA guidelines.
2. Merge documents.
3. Format documents with special features, such as: hyphenation, bookmarks, non-breaking spaces, drop caps, etc.
4. Select and sort text in paragraphs, columns, tables, and data source documents.

### **Module #2—Enhancing, Automating, and Managing Data**

5. Record, run, edit, and delete macros
6. Create, use, modify, rename, and delete styles.
7. Generate cross-references. Create master and subdocuments.
8. Add visual elements to a document.
9. Create WordArt text.

### **Module #3—Sharing and Publishing Information**

10. Create, edit, customize, and print a form template.
11. Create, send, and route shared documents.
12. Create, compile, and update a table of contents, index, table of figures, and table of authorities.
13. Share data between programs.

14. Share documents, customize document properties, protect shared documents, track changes to documents, and create multiple versions of a document.
15. Incorporate XML in Word documents to provide structure with XML schemas, apply schemas as templates, transform XML with style sheets, and streamline XML in Word.

#### **Module #4—Desktop Information Management Applications Using Outlook**

16. Schedule appointments and events, operate and maintain a content list, and prepare and send e-mail messages using DIM (desktop information management) applications.

#### **MINIMUM STANDARDS**

- Students are to complete all exercises in each chapter and selected assessment exercises at the end of the chapter. Assessment exercises are to be submitted and reviewed by the instructor. Incorrect or incomplete assessments will be returned to be corrected.
- Students will take a theory test for each of the modules. Minimum competency is 60%.
- Students will complete an Outlook Project in Module 4. The project will be graded on mailability standards.
- Students will take three production tests. Each test will be timed. Tests will be graded on mailability and time completed. Tests will be based on Expert MOS competencies.
- Students will complete a project for each module. The project will be graded on mailability standards.
- Students who plan on taking the next level of information processing, OST 254, must earn a minimum of 70 points. Minimum competency for others is 60 points.

#### **METHODS OF INSTRUCTION**

The student will be provided with a list of required assignments selected from a required textbook, as well as due dates. Prerecorded documents will be provided on a CD to complete those assignments.

This course is divided into four modules. Students may exempt any module by completing an exam with a score of at least 80%.

| <b>Module</b> | <b>Title</b>  | <b>% of Course Grade</b> |
|---------------|---|--------------------------|
| Module 1      | Organizing and Personalizing Data                         | 30%                      |
| Module 2      | Enhancing, Automating, and Managing Data                  | 30%                      |
| Module 3      | Sharing and Publishing Information                        | 30%                      |
| Module 4      | Desktop Information Management Applications Using Outlook | 10%                      |
| Total         |   | 100%                     |

## **COURSE REQUIREMENTS**

### **Academic Integrity**

The policies stated in the *York Technical College Catalog and Handbook* will be enforced. "The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action."

### **Attendance**

The attendance policy as stated in the *York Technical College Catalog and Handbook* will be enforced. Attendance is required on test days unless the student has a doctor's excuse, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence. Online students must take any test within one week of the scheduled date on their course calendar.

## **EVALUATION STRATEGIES/GRADING**

Grades will be based on assessment exercises and projects, hands-on production tests, and theory tests.

### **Exercises**

The student is to complete **ALL laboratory exercises, including selected assessment exercises. Print and submit only the requested assessment exercises.**

## Theory Tests

A theory test will be administered after each module. Test questions will be True/False, Multiple Choice, and short answer.

## Production Tests

Three production tests will be administered. Production tests will count 30% towards your final grade. Each production test will cover the applications covered in the laboratory assignments. Each production test will be timed. Make-up tests will normally **not** be given. Evaluation will be based on the average of the following:

| <u>Errors</u> | <u>Grade</u> | <u>Time</u>        |
|---------------|--------------|--------------------|
| 0             | 100          | 25 Minutes + Under |
| 1             | 90           | 26-30 Minutes      |
| 2-3           | 80           | 31-35 Minutes      |
| 4             | 70           | 36-45 Minutes      |
| 5-6           | 60           | 46-50 Minutes      |
| 7-8           | 50           | 51-60 Minutes      |
| More than 8   | 0            | 61 +               |

## Project

A comprehensive project will be completed at the end of each module. Projects will be graded based on mailability standards.

Final grades will be based on the following scale:

|    |          |
|----|----------|
| A  | 90-100   |
| B  | 80-89    |
| C  | 70-79    |
| D* | 60-69    |
| F* | Below 60 |

\*OST students must make a "C" or better to go on to the next level of information processing.

**ENTRY-LEVEL SKILLS/PREREQUISITES/CO-REQUISITES:** OST 165, Information Processing Software with a minimum grade of C.

EFFECTIVE: FA2006