



UNIVERSITI TEKNOLOGI MARA

OMT255: OFFICE SOFTWARE APPLICATIONS

Course Name (English)	OFFICE SOFTWARE APPLICATIONS APPROVED
Course Code	OMT255
MQF Credit	3
Course Description	Office Software Applications is an advanced course emphasizing knowledge, application and hands on experience on current office technology. Emphasis is also placed on the use of other productivity software for the design and creation of simple databases, web pages, Gantt chart and desktop publishing activities
Transferable Skills	Practical Skills
Teaching Methodologies	Lectures, Blended Learning, Lab Work, Web Based Learning, Discussion, Presentation
CLO	CLO1 Describe the role of office technology in improving office productivity CLO2 Use and apply ICT effectively to lead to a good work habits.
Pre-Requisite Courses	No course recommendations
Topics	
1. Software for Communication 1.1) 1.1 Groupware 1.2) 1.2 Electronic Mail Software 1.3) 1.3 Web Browsers 1.4) 1.4 Browsing the WWW	
2. Principle of Web Design 2.1) 2.1 Developing a web page 2.2) 2.2.1 Exploring the history of the WWW 2.3) 2.2.2 Creating an HTML document 2.4) 2.2.3 Working with block-level elements 2.5) 2.2.4 Marking a list 2.6) 2.2.5 Exploring other block-level elements 2.7) 2.2.6 Working with inline elements 2.8) 2.2.7 using element attributes 2.9) 2.2.8 Working with empty elements 2.10) 2.2.9 Working with character sets and 2.11) special characters 2.12) 2.3 Developing a website 2.13) 2.3.1 Exploring web site structure 2.14) 2.3.2 Creating a hypertext link 2.15) 2.3.3 Specifying a folder path 2.16) 2.3.4 Linking to locations within documents 2.17) 2.3.5 Linking with linked images and 2.18) image maps 2.19) 2.3.6 Linking to resources on the Internet 2.20) 2.3.7 Using the link element 2.21) 2.3.8 Working with metadata 2.22) 2.4 Working with web tables 2.23) 2.4.1 Introducing web tables 2.24) 2.4.2 Spanning rows and columns 2.25) 2.4.3 Creating a table caption 2.26) 2.4.4 Marking row groups 2.27) 2.4.5 Marking column groups 2.28) 2.4.6 Adding a table summary 2.29) 2.4.7 Formatting tables with HTML attributes	

3. Introduction to Project Management and Project Management Software

- 3.1) 3.1 Introduction to Project Management
- 3.2) 3.2 The Project Goal
- 3.3) 3.3 Project Management Process Groups
- 3.4) 3.4 Project Management Terminology
- 3.5) 3.4.1 Task
- 3.6) 3.4.2 Duration
- 3.7) 3.4.3 Start and Finish Date
- 3.8) 3.4.4 Predecessors and Successors
- 3.9) 3.4.5 Resources
- 3.10) 3.5 Project Manager
- 3.11) 3.6 Scope
- 3.12) 3.7 Quality
- 3.13) 3.8 Risk
- 3.14) 3.9 Benefits of Project Management
- 3.15) 3.10 Gantt Chart
- 3.16) 3.11 Hands-on (MS Project 2010)
- 3.17) 3.12 Create Project
- 3.18) 3.13 Entering task (summary task, recurring task)
- 3.19) task
- 3.20) 3.14 Entering Duration
- 3.21) 3.15 Create Milestone

4. Introduction to Desktop Publishing (DTP) and DTP Software

- 4.1) 4.1 What is DTP?
- 4.2) 4.2 Design guidelines for brochure, flyer and newsletter.
- 4.3) 4.3 The publishing process.
- 4.4) 4.4 Graphic fundamentals: JPEG, GIF, PNG
- 4.5)
- 4.6) Hands-on (MS Publisher 2010)
- 4.7) ? Starting MS Publisher 2010
- 4.8) ? Creating a flyer
- 4.9) 1. Editing the flyer
- 4.10) 2. Formatting text
- 4.11) 3. Grouping and ungroup object
- 4.12) 4. Inserting & editing image
- 4.13) 5. Saving the flyer
- 4.14) 6. Printing the flyer
- 4.15) 7. Creating a brochure and newsletter

5. Introduction to Database Concept and Application

- 5.1) 5.1 Data and Information
- 5.2) 5.2 The Hierarchy of Data
- 5.3) 5.3 Maintaining Data
- 5.4) 5.4 File Processing Versus Databases
- 5.5) 5.5 Database Management Systems
- 5.6) Hands-on (MS Access 2010)
- 5.7) Design Table, Query, Form and Report using wizard
- 5.8) wizard

6. PROJECT PRESENTATION

- 6.1) n/a

7. COMPREHENSIVE TEST (COVER ALL TOPICS)

- 7.1) n/a

Assessment Breakdown	%
Continuous Assessment	70.00%
Final Assessment	30.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	- Four (4) assignments - Create a personal homepage for HTML - Grantt Chart for MS Project - Create FLYERS, BROCHURE, NEWSLETTER for MS Publisher - Simple DATABASE for Ms Access	40%	CLO1 , CLO2
	Group Project	There will be one (1) project. -The project is designed as a situational question whereby the students (in group) will have to produce related documents (printed brochures, posters etc.) and web-based using HTML. - A group project which consists of 3 or 4 students per group. - The group is free to choose their own topic when creating the web pages. - Students will be evaluated based on a standard evaluation. - 10% allocated for printed documents and soft copy of web-based. - 10% Website. - 10% for presentation	30%	CLO1 , CLO2

Reading List	Recommended Text	Reference Book Resources
	<ul style="list-style-type: none"> • Bunin, Rachel Biheller 2011, <i>New Perspectives on Microsoft Office Project 2010: Introductory</i>, Cengage Learning • Carey, Patrick 2010, <i>New Perspectives on HTML, XHTML and Dynamic HTML</i>, 4 Ed., Cengage Learning • Shelly, G.B, Cashman, Thomas J. & Vermaat, Misty E. 2000, <i>Discovering Computers 2010: Concept for a Connected World</i>, Cengage Learning Boston 	<ul style="list-style-type: none"> • Gruman, Galen 2007, <i>InDesign CS3 for Dummies</i>, Wiley Publication Inc. • Kelvy, Scott and Terry White 2005, <i>InDesign CS/CS2 Killer Tips</i>, New Riders • Kvern, Olav Martin and David Blatuer 2008, <i>Real World Adobe InDesign CS3</i>, Pearson Education • O'Leary, Timothy J. and Linda I. O'Leary 2011, <i>Computing Essentials Complete</i>, McGraw Hill Boston • Powell, Thomas A. 2010, <i>HTML & CSS: The Complete Reference</i>, McGraw Hill • Sklar, Joel 2009, <i>Principles of Web Design</i>, Cengage Learning
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	