SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	**UNDERSTANDING TECHNOLOGY**
CODE NO. :	**COM112** **SEMESTER:** **First**
PROGRAM:	**COMPUTERIZED BUSINESS SYSTEMS OFFICE ADMINISTRATION**
AUTHOR:	**Rosemary LeBlanc & Lynn Dee Eason**
DATE:	**June 2001** **PREVIOUS OUTLINE DATED:** **06-00**
APPROVED:	

_____   **06-2001**
                    DEAN   **DATE**

TOTAL CREDITS:	**3**
PREREQUISITE(S):	**None**
HOURS/WEEK:	**2**

Understanding Technology   COM112

I.   COURSE DESCRIPTION:
The computer is well established as an integral part of today's office. From the PC itself to the Internet; scanners to digital cameras; word processing to multimedia presentations, students will be introduced to all aspects of the modern computer – its uses, history and future – to develop the computer literacy required in the workplace today.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Demonstrate awareness of the relative size, scope, uses, and variety of available computer systems. (10% of course content)

      Potential Elements of the Performance:
      - Differentiate between personal computers, mainframes and supercomputers.

      - Identify personal computer formats such as pocket, laptop, desktop, tower, 2-in-1 PC's, personal digital assistant (PDA, and network computers.

2.   Describe the fundamental components and the operational capabilities of a computer system. (15% of course content)

      Potential Elements of the Performance:
      - Identify input devices and their functions

      - Identify processing options.

      - Identify storage options.

      - Identify output devices and their functions.

      - Identify and describe the relationships between the internal components of a personal computer.

3.   Demonstrate an understanding of data communications, network and Internet terminology and applications. (20% of course content)

      Potential Elements of the Performance:
      - Describe the concept of connectivity.

      - Illustrate the various kinds of network topologies.

      - Differentiate between intracompany and intercompany networking.

- Identify the hardware and software required for data communications.

- Identify and describe common Internet capabilities and services.

- Utilize appropriate Internet terminology.

4. Understand the Windows environment and its historical development. (10% of course content)

   Potential Elements of the Performance:
   - Identify current versions of Windows software.

   - Outline differences between these versions.

   - Describe methods of sharing information among applications.

5. Describe the function and applications of software used in the workplace. (20% of course content)

   Potential Elements of the Performance:
   - Understand the function and applications of word processing, desktop and electronic publishing and presentation software.

   - Understand the function and applications of spreadsheet, database, and Internet browser software.

6. Describe the functions of graphics and multimedia applications. (10% of course content)

   Potential Elements of the Performance:
   - Identify the hardware and software associated with multimedia.

   - Understand graphics software concepts.

7. Research the purchase of appropriate computer peripherals for a given scenario. (15% of course content)

   Potential Elements of the Performance:
   - Set out a checklist of needs.

   - Interpret and analyze information obtained from retailers.

8.   Recognize the issues associated with the widespread use of computers in the workplace today and in the future. (5% of course content)

Potential Elements of the Performance:

- Identify ergonomic and environmental considerations in the design of a knowledge worker's work place.

- Identify ethical issues concerning the use of information technology.

- Identify points of security vulnerability for a computer center, an information system, and a PC.

III.   TOPICS:

1.   Fundamental Components of a Computer System

2.   Data Communications

3.   The Windows Environment

4.   Software in the Workplace

5.   Purchasing a Computer

6.   Computers and the Future

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Computers Ninth Edition by Long and Long. Published by Prentice-Hall. ISBN 0-13-092980-8

2 File folders with disk pockets

2 disks (3 ½ ")

V.   EVALUATION PROCESS/GRADING SYSTEM:

Your final grade will be assigned as follows:
        20% Study Guide and Internet Exercises
        20% Assignments
        60% Tests

The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

VI.   SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Course outline amendments:
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test based on the semester's work will be administered to replace EITHER the lowest failed OR one missed test.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.

A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at least one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book."   Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for one year.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.