

I. COURSE DESCRIPTION:

Information technology is fast becoming an integral part of the Office Administration world. COM401 will prepare Office Administration and Computerized Business Systems students to use the Internet and its tools in a business setting to enhance communication and business opportunities. Email, research, production and maintenance of web pages, networks, transfer protocols and the equipment required to support these will be used and studied - all from a business perspective.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Communicate globally to promote business opportunities through the advanced use of email (Microsoft Outlook). (35% of course content)

Potential Elements of the Performance:

- Operate the Sault College network including the Outlook email program
 - Configure the above software to suit individual needs
 - Set up contact lists, distribution lists, address books, and mail filters to improve email efficiency
 - Maintain multiple mail folders
 - Subscribe/unsubscribe to pertinent listservs
 - Manipulate mail messages/addresses/attachments through drag/drop and cut/paste operations
2. Retrieve specific information/software from the global community using File Transfer Protocols and Net Search tools (Microsoft Internet Explorer). (35% of course content)

Potential Elements of the Performance:

- Utilize the Explorer Web Browser to search out pertinent web sites, software, and data
- Differentiate among the search engines available

- Open and utilize an FTP link to retrieve data and software
 - Utilize a data compression program to manage large file transfers
 - Employ appropriate safety procedures re viruses
3. Build and maintain a basic business web page. (25% of course content)

Potential Elements of the Performance:

- Prepare a series of linked web pages using appropriate codes to enhance text, add graphics and links
 - Investigate web authoring software currently available
 - Monitor the pages appropriately and perform corrections or updates
4. Apply business ethics to computer software use and Internet communications. (5% of course content)

Potential Elements of the Performance:

- Analyze situations to determine if appropriate ethics are being applied
- Adopt an appropriate set of business ethics for personal/professional use on the Internet

III. TOPICS:

1. Advanced Office Email Techniques
2. Advanced Office Browser Use
3. Web Page Design for the Office
4. Business Ethics

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

The Internet 2nd Edition (comprehensive) by James Perry, Gary Schneider.
Published by Thompson Learning, ISBN 0-619-1938-7

At least 5 diskettes - 3 1/2" high density pre-formatted 1.44MB

One plastic disk container.

Two letter-sized file folders with attached disk pockets to hand in assignments.

V. EVALUATION PROCESS/GRADING SYSTEM:

Your final grade will be assigned as follows:

Assignment #1 – Global Communications (35%)

Assignment #2 – File Transfer Protocol and Net Search (35%)

Assignment #3 – Build a Web Page and Internet Ethics (30%)

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.	
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 <i>Policies & Procedures Manual - Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible 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.

