SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: INFORMATION TECHNOLOGY 1

CODE NO. : OAD 107 **MODULE:** ONE

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: JULY 2008 **PREVIOUS OUTLINE DATED:** JUNE 2007

APPROVED: "Penny Perrier"

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CHAIR **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S): NONE

HOURS/WEEK: 7 HOURS/7 WEEKS

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I. COURSE DESCRIPTION:

Information technology is an integral part of today's workplace. This course will prepare students to utilize the Internet and its tools to enhance communication and business opportunities. Internet research will be conducted and the use of a popular desktop information management application, Outlook, will be studied. Students will also work with the Windows XP operating system to effectively and efficiently perform computer-related office tasks.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Access the Internet and understand the history and requirements of the Internet.

   Potential Elements of the Performance:

   - Search for available Internet Service Providers
   - Describe the events and technology involved in the development of the Internet
   - Define common Internet terms
   - Analyze URLs, DNS, and Server structure
   - Identify hardware and software needed for Internet connections
   - Explain Internet connection methods
   - Describe wireless connection options
   - Summarize early history of the Internet
   - Describe the unique features of Hypertext
   - Describe popular uses of the Internet today

2. Use Internet Explorer to browse and search the Internet.

   Potential Elements of the Performance:

   - Open and perform commands with Internet Explorer
   - Specify a default home page
   - Browse the World Wide Web using links, the Address Bar, History, and Favourites center.
   - Print, save, and email a web page
   - Create a desktop shortcut to a web page
   - Clear the cache, cookies, and history

- Describe how plug-ins work
- Identify and compare several popular Web browsers
- Determine the risks of using the World Wide Web
- Identify safe browsing strategies
- Formulate a keyword query to implement a search
- Search with the Address Bar
- Search with the Instant Search Feature
- Locate expert resources
- Find Online Library Catalogues and Scholarly Resources
- Search with Boolean Operators
- Locate News and Opinion Resources
- Find Invisible Web Resources and Specialized Databases
- Implement a search using a Directory Search Site
- Implement a search using a Meta-Search Engine
- Explore how a Search Engine works
- Evaluate search results

3. Communicate globally through the use of available e-mail software (Microsoft Outlook).

   Potential Elements of the Performance:

   - Launch Outlook from the Start Menu, the Desktop shortcut (where available, or the Quick Links Bar)
   - Use the onscreen tools
   - Change Outlook's view
   - Work with the Reading Pane
   - View, Hide, Minimize, and Customize the To-Do Bar
   - Compose, send, resend, and save messages
   - Preview messages automatically
   - Reply to received messages
   - Attach a file to outgoing messages
   - Preview, open, and save an attachment to a specific location
   - Create a personal signature
   - Add signature to individual or all outgoing messages
   - Create both an Internal and an External Out of Office Message
   - Use advanced message options such as sensitivity level, importance level, follow-up flags, Delivery and Read Receipts, and delay of message delivery
   - Work with standard and custom voting buttons
   - Use a Digital Signature
   - Use Encryption

- Restrict permissions to a message
- Search for messages
- Sort messages by attributes
- Work with folders to create, move, delete, and restore folders
- Empty the Deleted Items Folder
- Archive Outlook items

4. Apply the knowledge of microcomputer operating system software concepts to the office environment (using Windows XP).

   Potential Elements of the Performance:
   - Start and shut down Windows XP
   - Use a Pointing Device
   - Run multiple programs
   - Manipulate a window
   - Use program menus
   - Use toolbars
   - Use dialog box controls
   - Use Help
   - Format a disk
   - Work with text
   - Save a file to disk, USB drive, network drive, or cd
   - Open a file
   - Print a document
   - Use My Computer
   - Change the appearance of the My Computer Window
   - Work with folders and directories
   - Work with files
   - Copy an entire floppy disk
   - Work with the Folders Pane
   - Work with files in the right pane of Windows Explorer
   - Print the Windows Explorer Window
   - Move files in Windows Explorer
   - Move or Copy files between drives
   - Work with the Favourites Pane
   - View your file history
   - Use the Search Companion in Windows Explorer
   - Change the Desktop settings
   - Use Shortcuts
   - Use the Control Panel
   - Activate a screen saver
   - Change display settings

- Modify the Taskbar
- Work with Taskbar options
- Edit the Start Menu

III. TOPICS:

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

- Introduction to the Internet and the World Wide Web/Browser Basics
- Searching the Web
- E-mail Basics
- Using My Computer and Windows Explorer to Perform File Management Tasks

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

GO! With the Internet by Gaskin and Lawson. Published by Pearson Prentice Hall 2008. ISBN: 978-0-13-230002-5.

Microsoft Official Academic Course – OUTLOOK 2007 Published by Wiley, ISBN: 978-0-470-06952-3.

New Perspectives Microsoft Windows XP – 2005 Update. Parsons, Oja, Carey, Carey and Ruffolo. Published by Course Technology/Thomson Learning. ISBN: 0619268182

Three manila file folders (letter size)

USB Memory Stick

Mouse pad (optional but desirable)

V. EVALUATION PROCESS/GRADING SYSTEM:

Tests: Material covered will be based on projects assigned in class. The order of the tests will be determined in class

Test 1 – Windows XP through a hands-on/theory test. **30%**

Test 2 –Outlook 2007 through a hands-on/theory test. **35%**

Test 3 - Internet Explorer and research techniques through hands-on/theory test/project. **35%**

TOTAL 100%

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

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 E1101 or call Extension 2703 so that support services can be arranged for you.

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 postsecondary institutions.

Communication:
The College considers ***WebCT/LMS*** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the ***Learning Management System*** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. 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.

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 demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Chair

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Students are responsible for maintaining back-ups of all completed files.

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 will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

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 three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

Proofreading is fundamental to this course. Marks will be deducted for inaccuracies.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the E-wing network and in The Learning Centre.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college email twice daily as a minimum.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.