SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INFORMATION TECHNOLOGY II

CODE NO.: COM220   SEMESTER: ONE
    MODULE: TWO

PROGRAM: OFFICE ADMINISTRATION - EXECUTIVE
(ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: OCT 2009   PREVIOUS OUTLINE DATED: OCT 2008

APPROVED: "Penny Perrier"   Oct. 23/09

_____ _____
    CHAIR   DATE

TOTAL CREDITS: THREE

PREREQUISITE(S): NONE

HOURS/WEEK: FOUR HOURS/WEEK FOR SEVEN WEEKS

INFORMATION TECHNOLOGY II   COM220

I.   COURSE DESCRIPTION: Managing and maintaining the personal
        computer (PC) has become a skill that is demanded in today's workplace.
        COM220 will familiarize the student with the hardware/software commonly
        in use and the routine procedures used to maintain them.

        Advanced use of the Internet Explorer browser will allow students to
        research effectively and access a variety of resources available over the
        World Wide Web including information required to purchase office
        furniture/equipment/hardware/software and troubleshoot problems that
        may arise during installation and operation of common hardware and
        software.

II.   LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

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

        1.   Utilize an Internet Browser to locate and manipulate information on
                the World Wide Web.

                Potential Elements of Performance:
                - Locate a local ISP
                - Customize text size
                - Use browser tabs
                - Specify a default home page and multiple home pages
                - Browse using links, the Address Bar, the History Feature, and the
                  Favourites Center
                - Print text and graphics from the web
                - Save web pages and graphics
                - Email web pages and links to web pages
                - Clear the cache and cookies
                - Manage the History Feature
                - Work with plug-ins
                - Identify and compare popular web browsers
                - Recognize the risks of using the web
                - Utilize safe browsing strategies
                - Formulate keyword queries to locate information
                - Identify search engines and their characteristics
                - Locate expert resources and utilize in an ethical manner
                - Utilize online library catalogues and other scholarly resources
                - Search using Boolean Operators
                - Locate news and opinion resources
                - Find Invisible Web Resources and Specialized Databases
                - Develop search strategy guidelines

- Evaluate search results
- Set up a web-based email account
- Find and join/read special interest newsletters, mailing lists, blogs, and newsgroups
- Utilize other web-based communication tools including message boards, forums, bulletin boards, and instant messengers

2. Set up a small business office adhering to given specifications.

   Potential Elements of Performance:
   - Research the purchase of ergonomic furniture and equipment for stated needs
   - Design a floor plan using scale diagrams created manually or using Visio software
   - Choose appropriate furniture/equipment within a given budget
   - Prepare recommendations in report form with supporting documentation

3. Understand the roles of the main inner components and peripherals of a PC in order to purchase Internet-capable personal computer equipment.

   Potential Elements of Performance:
   - Identify major computer components and peripherals and functions
   - Install hardware using appropriate ports or slots
   - Prepare a checklist of needs for a potential computer purchase
   - Research suitable PCs and peripherals according to needs
   - Compare and contrast suitable computer equipment/ peripherals
   - Choose appropriate items within a given budget
   - Prepare recommendations in report form with supporting documentation and references

4. Acquire, install and troubleshoot software.

   Potential Elements of Performance:
   - Locate and acquire appropriate software in an ethical manner
   - Install/uninstall software for given hardware
   - Prepare training notes to assist others with new software
   - Document software errors and follow a logical solution path
   - Access manufacturers' web sites to view product information and download updates to remain current with changing resources
   - Utilize software to protect personal information and avoid viruses

III.   REQUIRED RESOURCES/TEXTS/MATERIALS:

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

Three manila file folders (letter size)
USB Memory Stick

V.   EVALUATION PROCESS/GRADING SYSTEM:

Tests:
        Test 1 – Internet Explorer...50%
        Content from lectures will be included in these tests.

Assignments:
        Two research projects
                • Purchase computer equipment 30%
                • Purchase office furniture/equipment....................20%
                                                                         100%

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%	
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 areas.	
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:

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.

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.

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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

Disability Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to https://my.saultcollege.ca.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of June will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

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 dean

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. An appropriately labeled CD containing completed daily work MUST be available with the test if requested by the professor.

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. If required, work must be submitted in a labelled folder complete with a plastic disk pocket.

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.

Students are responsible for maintaining back-ups of all completed files.

Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test.

During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

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

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.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type techniques 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.

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