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: AUGUST 2009   **PREVIOUS OUTLINE DATED:** JULY 2008

APPROVED: "Penny Perrier"   Aug/09

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                        CHAIR   DATE

TOTAL CREDITS: 4

PREREQUISITE(S): NONE

HOURS/WEEK: 7 HOURS/7 WEEKS

I.   **COURSE DESCRIPTION:**

Information technology is an integral element of today's workplace. Office Administration professionals are required to be proficient in the use and operation of the personal computer to manage information and communications. Students will work with the Windows XP operating system to effectively and efficiently perform computer-related office tasks and manage their computer, peripherals, and files.   Outlook 2007 will be studied to an advanced level as a complete time and information manager.

II.   **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1.   Utilize the Outlook program to communicate and manipulate information.

    Potential Elements of the Performance:

- Send, resend, and respond to e-mail messages
- Attach files of various sorts to e-mail messages
- Safely preview, open, and save attachments received
- View, sort, and print e-mail messages
- Create and modify contacts
- Create, edit, send, and add electronic business cards
- Create and modify distribution lists
- Export from and import contacts to an Excel file
- Create a Personal Contacts Address Book
- Move and copy contacts between folders
- View and print contacts
- Delete an Address Book
- Navigate within the Calendar feature
- Create one-time and recurring appointments, meetings, and events and mark as private where necessary
- Create an appointment, meeting, or event from an e-mail message or task
- Schedule meetings with mandatory and optional attendees
- Determine when attendees are available using Group Schedules
- Track responses to meeting requests
- Schedule attendees and meeting resources from the Address Book
- Change a meeting time and send an update to all attendees

- Respond to an invitation
- Propose a new meeting time
- Modify one instance of a recurring meeting
- Add a meeting attendee and send update to new attendees only
- Cancel a meeting and notify attendees
- Customize calendar settings with a defined work week, time zone, and predefined holidays
- Share and view calendars with others on a common network
- Configure free/busy privacy settings
- Send calendar information in an e-mail message
- Publish calendar information to Office Online
- Subscribe to an internet calendar
- View multiple calendars in Overlay Mode
- Print a calendar
- Create and modify new and recurring tasks
- Mark tasks as private
- Complete tasks
- Assign tasks to others, accept and decline tasks, and send status reports of assigned tasks
- Search for specific tasks
- Configure e-mail settings such as signature and automated settings, message sensitivity and importance, security settings, and delivery options
- Create and manage e-mail polls
- Organize mail folders and manipulate e-mail messages
- Create, modify, and remove rules to manage e-mail messages
- Utilize the search feature to locate specific e-mail messages
- Customize Outlook
- Categorize and manage Outlook data files

2. Utilize Windows XP to manage a personal computer, electronic files, and peripherals.

   Potential Elements of the Performance:

   - Start the Windows program, log in and out of a network
   - Identify the parts of the Windows Desktop and windows
   - Use a pointing device
   - Start and close programs
   - Arrange windows and switch among programs
   - Minimize, redisplay, maximize, and restore a window
   - Use toolbars to activate commands and menus

- Use menus and dialog boxes to activate commands
- Capture screen images
- Use the Help and Support Center
- Create, save, modify, preview, and print files
- Create and delete folders and shortcuts
- Use My Computer to view disk contents
- Create and name folders
- Set folder options
- Copy, move, and rename files and folders
- Manage folders using Windows Explorer
- Move files and folders between storage devices
- Copy groups of files using the Send To command
- Add items to Favourites
- Track file history
- Compress files using the Send To command
- Work with images in the filmstrip or slideshow view
- Share files and folders
- Manage the Recycle bin
- Customize the Desktop, Taskbar, Start Menu, Keyboard, Mouse and User Account
- Search for local files by name, type, other criteria, or search strings and wildcard characters
- Save a search for later use
- Search for text in a document
- Set up user accounts
- Set time, date, and power options
- Add new hardware and software
- Use System Restore
- Set program access and defaults
- Use Windows Update
- Check a disk for errors
- Defrag a disk

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.

- Basic and advanced use of the Outlook program including Mail Messages, Calendar, Contacts, Tasks, and Rules.
- Use of My Computer and Windows Explorer to Perform File

Management Tasks
- Management of hardware peripherals and both existing and new software

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

<u>Microsoft Office Outlook 2007 – The Professional Approach Series.</u> Nickles and Ogawa. Published by McGraw-Hill.   ISBN: 978-0-07-337350-8

<u>Go! With Microsoft Office – Windows XP Comprehensive</u>. Gaskin, Weixel, Preston, Preston, and Ferrett. Published by Pearson/Prentice Hall. ISBN: 0-13-133078-0

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 – Outlook 2007 - a hands-on/theory test.   **40%**

Test 2 – Windows XP - a hands-on/theory test.   **40%**

Assignments - As assigned in class   **20%**

                                                            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:

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.