

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: INFORMATION TECHNOLOGY II

CODE NO.: OAD112 SEMESTER: ONE
MODULE: TWO

PROGRAM: OFFICE ADMINISTRATION - EXECUTIVE
(ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: OCT PREVIOUS OUTLINE DATED: OCT 2009
2010

APPROVED: "Penny Perrier" Sept. 30/10

CHAIR DATE

TOTAL CREDITS: THREE

PREREQUISITE(S): NONE

HOURS/WEEK: FOUR HOURS/WEEK FOR SEVEN WEEKS

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- I. COURSE DESCRIPTION: Managing and maintaining the personal computer (PC) has become a skill that is demanded in today's workplace. OAD112 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 equipment30%
- 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:

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.

It is the student's responsibility to be familiar with the course outline and *Office Administration–Executive Student Manual*. These documents provide classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum.

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. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

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

Keyboarding proficiency is an integral component of the Office Administration–Executive program. Students who are unable to keyboard with touch type techniques should be practicing their skills on a daily basis. *All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit <http://www.ingenuityworks.com/> for more information on purchasing All the Right Type for home use.

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 labeled folder complete with a plastic CD pocket. The college network (S:/My Documents) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

Students are expected to be present to write all tests during regularly scheduled classes. 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. A missed test will receive a zero (0) grade.

Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test. One 3x5" index card (double-sided) can be utilized during the test as a memory aid for this course.

Test papers may be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student must return all test papers to the professor who will keep them on file for two 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 date test papers are returned in class.

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 USB/CD containing completed daily work MUST be available with the test if requested by the professor.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.