SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: INFORMATION TECHNOLOGY I

CODE NO. : OAD107   **MODULE:** ONE

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: JUNE 2012   **PREVIOUS OUTLINE DATED:** AUGUST 2011

APPROVED: "Brian Punch"   Aug/12

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                             CHAIR   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S): NONE

HOURS/WEEK: 8 HOURS/7 WEEKS

I.   **COURSE DESCRIPTION:**

Office Administration professionals are required to be proficient in the use of the personal computer to manage information and communications. Students will work with the Windows 7 operating system to efficiently handle a personal computer, peripherals, and storage. Outlook 2010 will be studied to an advanced level to ensure effective management of communications and information.

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

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

1.   Utilize Windows 7 to operate a personal computer with peripherals and manage computer file storage.

        Potential Elements of the Performance:

        - Start the Windows program, log in to a user account, and out of a network
        - Identify the parts of the Windows Desktop and individual windows
        - Capture a screen shot
        - Use the taskbar
        - Select icons, buttons and other items
        - Work with menus, the ribbon, and dialog boxes
        - Work with individual windows to open/close, maximize/minimize, move/resize and move between/among open windows
        - Use a user account to access private network space
        - Pause or finish a work session using sleep/hibernate, system lock, user switching/logging off, restarting, and shutting down
        - Use the Help and Support Center
        - Work with disks and removable media including copying to a USB/Flash drive and safely removing device
        - Work with CD and DVD media including changing the AutoPlay settings of a drive and copying files to writable media
        - Work with hard disks (both internal and external) to view usage, use disk compression, check for errors or partitions
        - Use the Windows Explorer to browse files, folders, disks, and libraries
        - Change the appearance of files and folders
        - Select files and folders
        - Create new folders
        - Rename, copy/move, sort, group, filter, and arrange files and folders

- Work with libraries to arrange items and control settings
- Perform searches using quick search, search filters, indexing, or saved searches
- Create shortcuts for files, folders or libraries
- Pin shortcuts to the Start Menu or add to the Favourites List
- Delete/restore or permanently delete files and folders
- Configure the Recycle Bin
- Work with and customize the Explorer window layout
- Work with file properties and set permissions for files and folders
- Use the programs provided with Windows 7 including the Calculator, Notepad, WordPad, Math Input Panel, Paint, Snipping Tool, Command Prompt, and Clipboard to create, open, print, search for, and close files
- Use the Control Panel to change keyboard and mouse, display, and sound settings
- Customize the Desktop icon display and arrangement
- Customize the Start Menu, Task Bar, and Notifications Area
- Use Gadgets and the Ease of Access Center
- Work with the System Date and Time
- Set up an online web mail account and access email using Windows Live Mail
- Work with digital photographs and music using Windows Live Photo Gallery and Windows Media Player

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

    Potential Elements of the Performance:

- Work with and navigate the Outlook program including email, calendar, contacts, tasks, notes, Outlook Today, and Outlook Panes
- Work with tabs, ribbons, dialog boxes, views, folder lists, and Outlook Help
- Operate Outlook as a stand-alone program or with an Exchange server
- Recognize the different types of email accounts/protocols (Exchange, POP3, IMAP, HTTP)
- Create, send, receive, print, recall, and resend email
- Safely attach, preview, open, forward, and save attachments
- View, sort, arrange, flag, categorize, and print email messages
- Clean up and delete the Inbox
- Utilize different email formats (plain text, RTF, HTML)
- Set message options such as importance, sensitivity, security, receipts, delivery options, and permissions

- Create, customize, and use voting buttons and track responses
- Customize signatures, themes, default fonts, and desktop alerts
- Manage multiple email accounts
- Customize general email options
- Subscribe/unsubscribe, manage, and share RSS Feeds
- Work with personal and global address lists
- Create, track, modify, import/export contacts
- Create folders and categories for contacts
- Export/import an Outlook Data file
- Use Contacts to create mail labels in Word
- Create, edit, send, and add electronic business cards
- Create and modify groups
- Navigate the calendar views
- Create new calendar and work with multiple calendars
- Set calendar options for time and display
- Print, share, publish, and email an Outlook calendar
- Create, edit/update, and cancel new and recurring appointments, events, and meeting requests with mandatory and optional attendees
- Delete, move/copy, track, and categorize calendar items
- Attach items to a calendar event
- Mark calendar events as private
- Create a calendar item from an email
- Work with different task views
- Customize the To-Do Bar
- Create and modify new and recurring tasks from scratch or from an email or calendar item
- Mark tasks as private or complete
- Assign tasks to others, accept and decline tasks, and send status reports of assigned tasks
- Organize mail folders and manipulate email messages
- Create, modify, and remove rules to manage email messages
- Customize, assign, and view categories
- Set a Quick Click category
- Use follow-up flags effectively
- Understand how to set up and use multiple email accounts
- Subscribe, manage, share, and subscribe RSS feeds
- Create, edit, categorize, forward and change settings for Notes
- Use, create, customize, and delete search folders
- Create and edit new shortcuts and groups
- Archive Outlook folders using customized settings
- Assign and remove a delegate and permissions to Outlook
- Set security features

III.   REQUIRED RESOURCES/TEXTS/MATERIALS:

<u>Microsoft Windows 7</u>. Wempen and Bucki. Published by Paradigm Publishing. ISBN: 978-0-76383-732-7

<u>Microsoft Office Outlook 2010.</u>   Nordell. Published by McGraw-Hill. ISBN: 978-0-07-351928-9

Three manila file folders (letter size)

USB Memory Stick

IV.   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 7 - a hands-on/theory test.   **40%**

Test 2 – Outlook 2010 - a hands-on/theory test.   **40%**

Assignments   **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:

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 outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:
- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the chair which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practise 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.

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.

It is expected that 100 percent of classroom work be completed as preparation for the tests. 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.

All requested assignments must be submitted in a labeled folder complete with a plastic USB/CD pocket. All work must be labeled with the student's name and the project information on each page.

A late assignment 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.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

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

Students are expected to be present to write all tests during regularly scheduled classes. Students must ensure that they have the appropriate tools on hand to do the test.

Test papers may be returned to the student after grading to permit review of 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.

A supplementary test will be administered at the end of the module for those students who have:

- attended 75 percent of classes
- completed all required course work
- failed the course or missed one test.

The mark achieved on the supplemental will replace the lowest test for the final grade calculation.

In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

VII.   COURSE OUTLINE ADDENDUM:

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