SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: INFORMATION TECHNOLOGY III

CODE NO.: OAD217 **SEMESTER:** THREE
                        MODULE: FIVE

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: MAY 2015 **PREVIOUS OUTLINE DATED:** APRIL 2014

APPROVED: "Colin Kirkwood" May 1/15

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                DEAN   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S): OAD107, OAD117, OAD110

HOURS/WEEK: 6 hrs./7 weeks

I. COURSE DESCRIPTION:

Building on the knowledge base developed in Information Technology I and II, students will be able to evaluate and critique web sites as well as build and maintain simple business web pages using web authoring tools.

Students will apply research skills to prepare appropriate recommendations with supporting documentation for the purchase of ergonomic office furniture and equipment as well as computer hardware and software for the workplace.

A design layout for the office workspace will also be developed using Visio. Full APA references will be required in the business reports generated in this course.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Learning Outcomes with Elements of Performance:

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

1. Utilize basic HTML and recognize other web authoring tools currently available to build and maintain simple business web pages that are effective and appealing to users.

    Potential Elements of the Performance:
    - Establish and apply criteria for effective business web pages including design and functionality.
    - Develop and present a web structure based on needs and goals.
    - Prepare a basic index page in HTML code including heading and emphasis tags, lines, graphics, hyperlinks, and lists.
    - Review the process required to secure a site, domain name, and publish to a web site.
    - Edit and remove pages as required from a web site.
    - Explore alternatives to HTML for web publishing.

2. Prepare a written proposal making recommendations for computer equipment/software and ergonomic office furniture purchases complete with supporting documentation utilizing a coordinated research process.

    Potential Elements of the Performance:
    - Listen attentively to follow and record oral instructions to assist with document preparation.
    - Organize given documentation into an appropriate, easy-to-follow,

logical format.

- Determine priorities for purchase recommendations and associate an appropriate amount of research time to each item.
- Document the required research and utilize the APA format to cite sources.
- Make decisions on the appropriate computer equipment and office furniture needed to meet the specified requirements for the workplace.
- Explain and support purchasing decisions made utilizing a formal proposal format.
- Prepare an office layout using Visio software to scale according to given criteria.

III. TOPICS:

1. Web Publishing
2. Report/Proposal Writing with APA Citations
3. Computer Equipment and Office Furniture Purchasing
4. Office Layout Design using Visio

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Two Memory Sticks (one for daily work and one for tests)
2. Two Manilla File Folders – 8 ½" X 11" – (letterhead size only) and File Labels
3. *The Gregg Reference Manual*
4. *Oxford Canadian Dictionary*
5. *Office Administration Style Manual*

V. EVALUATION PROCESS/GRADING SYSTEM:

Final Grade:

Test #1:	Web Publishing	**30%**
Projects:		
	Office Proposal (including Layout Design)	**35%**
	Computer Proposal	**35%**
		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%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59%	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI.   SPECIAL NOTES:

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.

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 dean 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. All assignments must be

accompanied by a USB containing original files.

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 all proofreading, grammar, and spelling errors. Refer to the attached departmental grading scheme.

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.

For those students who have

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

a supplementary test will be administered at the end of the module. 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.