COURSE OUTLINE: OAD0118 - SPREADSHEETS PART II

Prepared: Minttu Kamula

Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	OAD0118: SPREADSHEETS LEVEL 1 FOR CICE (PART II)
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	19F
Course Description:	Supporting and adapting to a rapidly changing workplace, especially in the areas of equipment and technology usage, maintenance, and procurement, are critical skills required by office professionals. In this course, students will identify existing and emerging technologies. As well, students will investigate and work with the supports available to operate, maintain, and support office equipment and technology.
Total Credits:	2
Hours/Week:	5
Total Hours:	35
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	No text required
Course Outcomes and Learning Objectives:	Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1	Learning Objectives for Course Outcome 1

	1. Operate/utilize, select, and provide support related to the use, maintenance, and procurement of office equipment and technologies to support communication with internal and external stakeholders.	1.1 Gain familiarity to utilize effectively available office equipment such as: - Printers - Scanners - Photocopiers - Mobile devices - Telephones - Fax machines 1.2 Select appropriate technology: - To support communication with internal and external stakeholders - To promote the organization 1.3 Respond in a timely and professional manner to requests for support related to office equipment and software being used in the office environment: - Troubleshoot disks, applications, start-up, printing, and hardware problems - Install, update, and remove software and hardware using appropriate connection methods and installation software - Use Remote Assistance to request or give assistance as required - Sync information between computers when online and offline - Work with laptops to improve performance and conserve power - Work within both a wired and wireless network environment to access shared resources - Recognize when further assistance from Information Technology professionals (both in house and external) is required 1.5 Seek out appropriate operating manuals online for equipment/software in use 1.6 Prepare user documentation for equipment and technology in compliance with legislation related to the production of business documents, including the Canadian Copyright Act, 1985, and the Accessibility for Ontarians with Disabilities Act, 2005 1.7 Identify emerging technologies for office use and understand their intended purpose 1.8 Identify changing office equipment requirements and match appropriate technologies to need 1.9 Adapt to changing technology as needed 1.10 Set up and document appropriate processes for the procurement and servicing of new office equipment and technology 1.11 Seek out and liaise with Information Technology professionals/equipment service representatives/suppliers/vendors as required to support, procure, and maintain office equipment and technologies

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	60%
Test 1 (Comprehensive)	40%

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CICE Modifications:	**Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

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	E. Evaluation: Is reflective of modified learning outcomes. **NOTE:** Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes
Date:	October 4, 2019
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.