Sault College of Applied Arts & Technology

Sault Ste Marie, ON

Course Outline

Course Title:	**INFORMATION TECHNOLOGY**
Course No.:	**COM401**
Program:	**OFFICE ADMINISTRATION EXECUTIVE/LEGAL**
Semester:	**Third (3)**
Author:	**LYNN DEE EASON**
Date:	**June 1998**
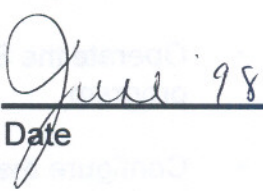
Approved: _Joseph C. Franklin_ _Jun 98_

Dean, School of Business & Hospitality   Date

Total Credits:	**4**
Prerequisites:	**None**
Length of Course:	**3 HOURS/WEEK FOR 15 WEEKS**

I PHILOSOPHY/GOALS:

Information technology is fast becoming an integral part of today's business world. COM401 will prepare students to use the Internet and its tools in a business setting to enhance communication and business opportunities. Email, research, production and maintenance of web pages, networks, transfer protocols and the equipment required to support these will be used and studied - all from a business perspective.

II LEARNING OUTCOMES:

- Communicate globally to promote business opportunities through the advanced use of email (Pegasus for Windows). (35% of course content)

- Retrieve specific information/software from the global community using File Transfer Protocols and Net Search tools (Netscape). (35% of course content)

- Build and maintain a business web page. (25% of course content)

- Apply business ethics to computer software use and Internet communications. (5% of course content)

III. ELEMENTS OF PERFORMANCE:

Following successful completion of this course, the student should be able to:

- **Communicate globally to promote business opportunities through the use of email (Pegasus for Windows).** (35% of course content)

  - Operate the Sault College network including the Pegasus for Windows email program

  - Configure the above software to suit individual needs

  - Set up distribution lists, address books, and mail filters to improve email efficiency

  - Maintain multiple mail folders

  - Subscribe/unsubscribe to pertinent listservs

- Manipulate mail messages/addresses/attachments through drag/drop and cut/past operations

■ **Retrieve specific information/software from the global community using File Transfer Protocols and Net Search tools (Netscape).** (35% of course content)

- Utilize the Netscape Web Browser to search out pertinent web sites, software, and data

- Differentiate among the search engines available

- Open and utilize an FTP link to retrieve data and software

- Utilize a data compression program to manage large file transfers

- Employ appropriate safety procedures re viruses

■ **Build and maintain a business web page.** (25% of course content)

- Prepare a series of web pages using appropriate codes to enhance text, add graphics and links

- Investigate web authoring software currently available

- Monitor the pages appropriately for corrections and updates

■ **Apply business ethics to computer software use and Internet communications.** (5% of course content)

- Analyse situations to determine if appropriate ethics are being applied

- Adopt an appropriate set of business ethics for personal/professional use on the Internet

III. METHODS OF EVALUATION:

Mid-Term Reporting

S   Satisfactory Progress
U   Unsatisfactory Progress
R   Repeat (objectives have not been met)
NR Grade not reported to Registrar's Office.

Final Grade Reporting

A+ 90% - 100%   Consistently Outstanding
A   80% - 89%   Outstanding Achievement
B   70% - 79%   Consistently Above Average
C   60% - 69%   Average
R   Below 60%   Repeat - Objectives of this course have not been achieved and
                          the course must be repeated for credit.

BREAKDOWN OF FINAL GRADE:

Three assignments will be required:

Assignment #1 - Global Communications (35%)

Assignment #2 - File Transfer Protocol and Net Search (35%)

Assignment #3 - Build a Web Page and Internet Ethics (30%)

The Professor will monitor the student's computer account during class time as required to demonstrate completion of tasks.

NOTES:

1.   100 percent completion of all assignments is expected. A zero will be assigned if not handed in on the due date. Students are advised to maintain at least one back-up of all files on diskette. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

2.   A disk labelled with the student's, professor's, and course name MUST be available with the assignment. At the professor's discretion, disks will be checked.

3.   All work must be labelled with the student's name and the project information in the upper right corner of each page.

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all involved parties. Students are expected to keep their eyes on their own work. This may prove difficult in some computer rooms but the onus is on the student to do so. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.

IV.   **REQUIRED STUDENT RESOURCES:**

Internet Literacy by Fred T. Hofstetter. Published by McGraw-Hill.

At least 5 diskettes - 3 1/2" high density pre-formatted 1.44 MB.

One plastic disk container.

Two letter-sized file folders to hand in assignments.

V.   **SPECIAL NOTES:**

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

Your professor reserves the right to modify the course as deemed necessary to meet the needs of students.

It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.