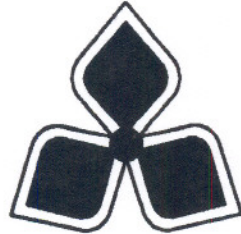


# Sault College of Applied Arts & Technology

Sault Ste. Marie, ON



## Course Outline

**Course Title:** UNDERSTANDING TECHNOLOGY

**Course No.:** COM112

**Program:** OFFICE ADMINISTRATION

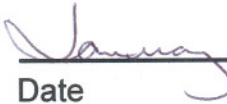
**Semester:** Second (2)

**Author:** LYNN DEE EASON

**Date:** January 1999

**Approved:**

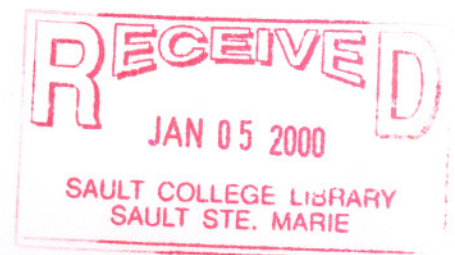
  
\_\_\_\_\_  
Dean, School of Business & Hospitality

  
\_\_\_\_\_  
Date

**Total Credits:** 3

**Prerequisites:** None

**Length of Course:** 3 hours/week for 14 weeks



## **PHILOSOPHY/GOALS:**

The computer is well established as an integral part of today's workplace. From the PC itself to the Internet; scanners to digital cameras; word processing to multimedia presentations, students will be introduced to all aspects of the modern computer - its uses, history and future - to develop the computer literacy required in the workplace today.

### **I. LEARNING OUTCOMES:**

- Demonstrate awareness of the relative size, scope, uses, and variety of available computer systems. (10% of course content)
- Describe the fundamental components and the operational capabilities of a computer system. (15% of course content)
- Demonstrate an understanding of data communications, network and Internet terminology and applications. (20% of course content)
- Understand the Windows environment and its historical development. (10% of course content)
- Describe the function and applications of software used to in the workplace. (20% of course content)
- Research the purchase of an appropriate computer for a given scenario. (15% of course content)
- Recognize the issues associated with the widespread use of computers in the workplace today and in the future. (10% of course content)

**II. ELEMENTS OF PERFORMANCE:**

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

- Demonstrate awareness of the relative size, scope, uses, and variety of available computer systems. (5% of course content)
  - Differentiate between personal computers, mainframes and supercomputers.
  - Identify personal computer formats such as pocket, laptop, desktop, tower, 2-in-1 PC's, personal digital assistant (PDA, and network computers.
- Describe the fundamental components and the operational capabilities of a computer system. (15% of course content)
  - Identify input devices and their functions
  - Identify processing options.
  - Identify storage options.
  - Identify output devices and their functions.
  - Identify and describe the relationships between the internal components of a personal computer.
- Demonstrate an understanding of data communications, network and Internet terminology and applications. (20% of course content)
  - Describe the concept of connectivity.
  - Illustrate the various kinds of network topologies.
  - Differentiate between intracompany and intercompany networking.
  - Identify the hardware and software required for data communications.
  - Identify and describe common Internet capabilities and services.
  - Utilize appropriate Internet terminology.
- Understand the Windows environment and its historical development. (10% of course content)
  - Identify current versions of Windows software.
  - Outline differences between these versions.
  - Describe methods of sharing information among applications.
- Describe the function and applications of software used to in the workplace. (20% of course content)

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- Understand the function and applications of word processing, desktop and electronic publishing and presentation software.
- Understand the function and applications of spreadsheet, database, and Internet browser software.
  
- Describe the functions of graphics and multimedia applications. (10% of course content)
  - Identify the hardware and software associated with multimedia.
  - Understand graphics software concepts.
  
- Research the purchase of an appropriate computer for a given scenario. (15% of course content)
  - Set out a checklist of needs.
  - Interpret and analyze information obtained from retailers.
  
- Recognize the issues associated with the widespread use of computers in the workplace today and in the future. (5% of course content)
  - Identify ergonomic and environmental considerations in the design of a knowledge worker's work place.
  - Identify ethical issues concerning the use of information technology.
  - Identify points of security vulnerability for a computer center, an information system, and a PC.

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:**

ASSIGNMENTS: - 10%  
    Computer Systems (5%)  
    Computers in the Workplace (5%)

TESTS:  
    Computer Components (15%)  
    Communication Applications (20%)  
    Windows (10%)  
    Software (30%)  
    Computer Purchasing (15%)

90%

TOTAL 100%

**NOTES:**

- 100 percent completion of all assignments is expected. A zero will be assigned after the third consecutive day (holidays and weekend included) the assignment is late. Late assignments must be accompanied by a completed late slip.

- Students are advised to maintain a back-up of all files on diskette. Loss of output due to a lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
- All work must be labeled with the student's name and project information in the upper right corner of each page and presented in a labeled file folder.
- If a student is unable to write a test due to a legitimate emergency, that student must contact the professor PRIOR to the end of test. The test will then be written at a time set by the professor.
- If the student has contacted the professor but the reason given is not considered a legitimate emergency, the test will be written at a time set by the professor with a 15% deduction.
- If the student has not contacted the professor prior to the end of the test, the student will receive a mark of "0" on that test. A student arriving late but prior to any other student leaving the test will be allowed to write for the remainder of the test time.
- Students must ensure that they have the appropriate tools available to do the test (diskettes, pens, pencils, ...)

**WARNING:** Academic dishonesty will result in a grade of zero (0) on the assignment or test for all involved parties. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.

#### **IV. REQUIRED STUDENT RESOURCES:**

1. Computers Sixth Edition by Long and Long. ISBN: 0-13-096253-8
2. Two (2) file folders labeled with student name and course code.
3. Two (2) pre-formatted 3 1/2" disks.

#### **V. SPECIAL NOTES:**

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

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

**NOTE:** Additional assignments may be given by the professor throughout the course to strengthen student skills.