

Technology in PERSPECTIVE
COURSE NAME

TNY-100
CODE NO.

TOTAL CREDITS 3

PREREQUISITE(S): General Admission Requirements into a diploma program at an Ontario College < or > by special permission of the professor.

LENGTH OF COURSE: 3 Hours / Week for 16 Weeks

TOTAL CREDIT HOURS: 48 Hours

COURSE DESCRIPTION: This course is designed to introduce the participants to an array of the various types of technology, their impact on society as well as their inter-relationship to one another. Upon completion of this course of study, the student will have been given the opportunity to appreciate the changes that technology has brought about not only in the working world, but in society in general. Various study skill techniques as well as safe work practices and procedures will be explored to promote life long learning in a safe and efficient manner. Knowledge of the ethical issues surrounding these technological advances and their impact upon the working world is a vital element in preparing the participants for future careers and career changes.

n. STUDENT PERFORMANCE OBJECTIVES (LEARNING OUTCOMES)

- 1. Use a variety of study skill techniques to optimize learning*
- 2. Successfully score a passing grade on a WHIMS standards and safety test*
- 3. Define the changes inherent to an information society and their possible impacts on his or her career*
- 4. Define the major technological advances in information technologies and discuss their impact upon society*
- 5. Define the power of computers in terms of an analysing engine, storage technologies, input and output technologies, communication technologies, operating systems and system software.*
- 6. Define the steps necessary to create solutions with information technologies using critical thinking and problem solvit[^] skills*
- 7. Define the role various software applications have as personal and professiond productivity tools*
- 8. Discuss the implications and issues that technologies have on our present lives and the ethical impacts that will affect the technologies of the future.*

in. TOPICS TO BE COVERED

- 1 Study skill techniques including (but not limited to) scheduling, listening, note taking, textbook reading and testing.
2. WHMIS legislative requirements. Health and Safety Act responsibilities of the employer and employee, WHMIS interpretation and documentation, general safety hazards protection, practices and procedures.
3. How information technologies work together, their affect on careers, changes in organizations, culture, society and knowledge base.
4. Historical impacts, how organizations work, types of information systems in organizations and what the future may hold.
5. Overview of a CPU, system unit components, microprocessor chips, storage mediums, secondary storage components, input and output devices, multimedia systems, communication and telecommunication networks and operating systems.
6. Building information systems using preliminary analysis and critical thinking, systems analysis, systems design, development and implementation.
7. Application software including word processing, spreadsheets, database management, business software, graphics, desktop publishing, games, engineering software, artificial intelligence, communications and integrated packages.
8. A framework for ethical decision making, professional and corporate codes of conduct, privacy, property and system quality, quality of life issues and threats to information systems.

IV. REQUIRED STUDENT RESOURCES

Text: "*Information Technology and Perspective*" ISBN 0-7600-4250-0
Notebook c/w Paper
2 Pens——(1 blue or black - 1 red)

V. EVALUATION PROCESS/GRADING SYSTEM

The evaluation for this course will be determined by means *Theory Tests*, *Random Mini-Quizzes*, *Written Team Assignments* as well as the recording of day to day *Attendance and Participation*.

While all tests and assignments are designed to be completed with the specified time limit (or less), students **MUST** report to the classroom fully prepared. Your professor will supply only the assignment or test instructions.

The Final Mark for TNY100 will be calculated as follows:

Random Mini-Quizzes	15%
Theory Tests	50%
Written Team Assignments	25%
Attendance / Participation	10%

Course Grading Scheme

A+	90 - 100%	Outstanding Achievement
A	80 - 89%	Above Average Achievement
B	70 - 79%	Average Achievement
C	60 - 69%	Satisfactory Achievement
U		Unsatisfactory, only given on the midterm report
S		Satisfactory, only given on the midterm report
R		Repeat, signifies a failing grade
X		A temporary grade that is limited to instances where special circumstances have prevented the student from demonstrating the required elements of performance by the end of the course semester. An 'X' grade must have the Dean's approval and has a maximum time limit of 120 days after which it becomes an 'R' grade.

VL SPECIAL NOTES:

1. Special Needs

If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs OfRce, Room E1204, Ext. 493,717,491 so that support services can be arranged for you.

2. Retention of Course Outlines

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

3. Course materials that are discussed and / or explained during any and all classroom discussions are subject to evaluation by any of the methods listed under topic...

V. EVALUATION PROCESS/GRADING SYSTEM Students are therefore responsible for the content of all classroom discussions .

4. Your Professor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

5. Substitute Course Information is available at the Registrar's Office.

6. Any person caught cheating or substituting another person's work in place of their own for the purpose of grading or evaluation will automatically fail the said assignment or test. College policy* also dictates that such persons may be subject to immediate dismissal.

Vn. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

- * documentation from previous trainer (*academic or work experience*)
- * successful completion with a minimum grade of 65% on an exam administered by the instructor of the course
- * completion of two assignments or suitable portfolio covering course content