

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: September 1997

Approved:



Dean, School of Business, Hospitality
& Computer Studies

Date

Total Credits: 4

Prerequisites: NONE

Length of Course: 2 HOURS/WEEK FOR 16 WEEKS

1. COURSE DESCRIPTION:

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. E-Mail, research, production and maintenance of web pages, networks, transfer protocols and the equipment required to support these will be studied - all from a business perspective.

2. SUMMARY OF LEARNING OUTCOMES:

- a. Communicate globally to promote business opportunities through the advanced use of e-mail (Pegasus for Windows). (35% of course content)
- b. Retrieve specific information/software from the global community using File Transfer Protocols and Net Search tools (Netscape). (35% of course content)
- c. Build and maintain a business web page. (25% of course content)
- d. Apply business ethics to computer software use and Internet communications. (5% of course content)

3. LEARNING OUTCOMES WITH ELEMENTS OF PERFORMANCE:

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

- a. **Communicate globally to promote business opportunities through the use of e-mail (Pegasus for Windows).** (35% of course content)
 - i. operate the Sault College network including the Pegasus for Windows e-mail program
 - ii. configure the above software to suit individual needs
 - iii. set up distribution lists, address books, & mail filters to improve e-mail efficiency
 - iv. maintain multiple mail folders
 - v. subscribe/unsubscribe to pertinent list servs

- vi. manipulate mail messages/addresses/attachments through drag/drop and cut/paste operations
- b. Retrieve specific information/software from the global community using File Transfer Protocols and Net Search tools (Netscape). (35% of course content)**
 - i. utilize the Netscape Web Browser to search out pertinent web sites, software, and data
 - ii. differentiate among the search engines available
 - iii. open and utilize an FTP link to retrieve data and software
 - iv. utilize a data compression program to manage large file transfers
 - v. employ appropriate safety procedures re viruses
- c. Build and maintain a business web page. (10% of course content)**
 - i. set up a full web page on the Sault College network using appropriate codes to enhance text, add graphics, and URL links
 - ii. monitor the web page over a 4-week period for corrections and updates
- d. Apply business ethics to computer software use and Internet communications. (5% of course content)**
 - i. analyse situations to determine if appropriate ethics are being employed
 - ii. adopt an appropriate set of business ethics for personal/professional use on the Internet

4. REQUIRED STUDENT RESOURCES:

Netscape for Windows 3 by Elizabeth Castro.

Published by Peachpit Press. ISBN# 0-201-69409-3

At least five (5) 3.5" high density pre-formatted disks

A hard plastic disk case

5. EVALUATION METHODS:

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.

ASSIGNMENTS:

4 assignments will be required to complete the course.

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.

SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), are encouraged to discuss required accommodations with the professor and/or to contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491 to arrange support services.

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.

There is no challenge exam in place for this course.

Assignments must be handed in on time to be eligible for full marks unless prior arrangements have been made with the professor. Late assignments may be reviewed by the professor but receive a mark no higher than C. Students are encouraged to keep backup copies of their disks as loss of/damage to disks will not be accepted as a reason for a late or incomplete assignment.

Students who engage in academic dishonesty as defined in the "Statement of Student Rights and Responsibilities" will receive a zero for that submission and/or such other penalty up to and including expulsion from the course as decided by the professor.