Lambton College

School of Business and Creative Design

Business Administration Department

Course Outline – Spring 2014

Course Code: BUS1043

Course Title: Digital Tools

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Date: August 2012

Approved By: Yvonne Clarke, Associate Dean

Prerequisite: BUS 1234

Corequisite: NONE

Prerequisite for: NONE

1. Course Description

Computer literacy was once defined as being familiar with hardware and software, including applications such as word processing or the use of spreadsheets. Today, understanding and using technology has become a survival skill, and computer literacy must include knowing the role and uses of the Internet and the connection of technology to nearly every aspect of daily activities at home and in the workplace. In this course students will build their knowledge of key computer concepts, including the functions of the Internet and Web, computer systems and applications, and the range of ethical issues that continue to emerge in our global, technology-driven society.

2. General Education and Essential Employability Skills

This course provides the following provincial Essential Employability Skills:

#1: Communication
#3: Critical Thinking and Problem Solving
#4: Information Management
#5: Interpersonal
#6: Personal

Is this course approved as a General Education course?

☒ *No* ☐ *Yes*
Students should refer to their program's restricted General Education courses for final determination.

3. Learning Outcomes

Upon successful completion of this course, the learner will be able to:

1. Recognize what a computer is and understand how instrumental they are in making individuals more productive.

2. Describe ways which the Internet has or will change how individuals interact with each other and perform activities at home, school and in business.

3. Demonstrate general knowledge of components of a computer system, and how to make an informed computer purchase.

4. Identify key characteristics of various operating systems and what they provide a computer.

5. Describe the role and explain the uses of application software.

6. Understand computer networking and differentiate the different types of communication

7. Demonstrate how social technologies have changed or will change

communication.

8. Identify the driving principles behind data loss prevention, the cost associated with data loss and the best practises an organization can implement.

4. Course Objectives

Learning Outcome Reference Number

Unit 1   **Digital Technologies: Exploring a Wealth of Possibilities**

1.1	Define and explain what a computer is	[1,]
1.2	Understand the different types of computers	[1,]
1.3	Explain who is using computers today and how	[1,5]
1.4	Describing the role of Information Technology	[1,2,8]

Unit 2   **The Internet: Gateway to a World of Resources**

2.1	Explain how the world is moving online	[2]
2.2	Define the Internet and World Wide Web	[1, 2, 5]
2.3	Describe what going "Digital" means	[1, 2,3, 4,7]
2.4	Illustrate how to navigate and searching the Web	[2]
2.5	Recognize how to manage the vast sea of Online Content	[2,7]
2.6	Explain E-Commerce	[2,5]

Unit 3   **Computer Hardware and Peripherals**

3.1	Identify various Digital Devices	[3,4,5]
3.2	Recognize parts that make up a computer	[3]
3.3	Describe the difference between input and output devices	[3,4,5]
3.4	Determine the key factors in purchasing a computer	[3]

Unit 4   **System Software: The Control Centre of Your Computer**

4.1	Understand what controls your computer	[1,3,4]
4.2	Identify the popular operating system packages	[3,4]
4.3	Explain the task of the operating system package	[3,4,5]
4.4	Demonstrate how mobile operating systems are providing end user flexibility	[3,4,5,8]

Unit 5   **Application Software: The Key to Digital Productivity**

5.1	Explains software's role in the world of computing	[2,4,5]
5.2	List the many types of application software	[5]

5.3	Define how software is being developed	[5]
5.4	Demonstrate how software works together	[4,5]

Unit 6   Communications and Network Technologies: Connecting Through Computers

6.1	Describe How the world uses networking	[6]
6.2	Identifying a communications system	[2,6]
6.3	Define what a transmission system is	[6]
6.4	Understand the importance of communications standards and protocols	[2,6,7]
6.5	List potential network classifications	[6]
6.6	Recognize networking devices and software	[6,7]
6.7	Illustrate the importance of securing a network	[6]
6.8	Predict interesting trends in networking	[6,7,8]

Unit 7   The Social Web: Opportunities for Learning, Working, and Communicating

7.1	Defining what is the social web phenomenon	[7]
7.2	Explain how social technology has come of age	[2,7]
7.3	Explaining Blogging and how the Internet gets personal	[2,6,7]
7.4	Outline the demand of social networking in society	[7]

Unit 8   Digital Defense: Securing Your Data and Privacy

8.1	Explain the role of security and privacy in a digital world	[8]
8.2	Demonstrate when security gets personal	[2,5,8]
8.3	Define mobile security	[2,8]
8.4	Understand the parameters of security at work	[2,8,]
8.5	List security defenses everybody can use	[2,8]

5. Resources and Supplies

a. Required

Our Digital World, Second Edition, by Gordon, Lankisch, Muir, Seguin, and Verno, © Paradigm Publishing, Inc..
Our Digital World Online Companion, digitalworld2e.emcp.com
SNAP Web-Based Training and Assessment, snap.emcp.com
Internet Resource Center, www.paradigmcollege.net/digitalworld2e

b. Supplemental

NONE

6. Methodology

This course will be delivered in a hybrid format which consists of classes presented in a computer lab 2 hours per week and online one hour per week.
The course will consist of lectures, lab exercises, cases, videos, and class discussions designed to explain the concepts and principles in the world of digital computing.

7. Student Evaluation

A 'D' is the passing grade for this course. Students should check program and course requirements. .

The following elements will determine the student's final grade:

Tests (2 @ 15% each)	30%
Quizzes (4@ 2.5%each)	10%
Group Lab Assigments (4 @ 10%each)	40%
Final Exam	20%
Total	**100%**

Students should refer to the departmental policy regarding assignments, tests, and examinations as these will be strictly enforced. This policy can be found on your LION Course.

Note: If you have any questions regarding minimum requirements in your program please discuss with the coordinator.

The round off mathematical principle will be used. Percentages are converted to letter grades and grade points as follows:

Mark (%)	Grade	Grade Point	Mark	Grade	Grade Point
94-100	A+	4.0	67-69	C+	2.3
87-93	A	3.7	63-66	C	2.0
80-86	A-	3.5	60-62	C-	1.7
77-79	B+	3.2	50-59	D	1.0
73-76	B	3.0	0-49	F	0.0
70-72	B-	2.7			

8. Academic Integrity

Lambton College is committed to high ethical standards in all academic activities within the College, including research, reporting and learning assessment (e.g. tests, lab reports, essays).

The cornerstone of academic integrity and professional reputation is principled conduct. All scholastic and academic activity must be free of all forms of academic

dishonesty, including copying, plagiarism and cheating.

Lambton College will not tolerate any academic dishonesty, a position reflected in Lambton College policy. Students should make themselves familiar with the Students Rights and Responsibilities Policy, located on the MyLambton website for details concerning academic dishonesty and the penalties for dishonesty and unethical conduct.

Questions regarding this policy, or requests for additional clarification, should be directed to the Lambton College Centre for Academic Integrity

9. Related Items

Students with Disabilities
If you are a student with a disability please identify your needs to the professor and/or the Accessibility Centre so that support services can be arranged for you. You can do this by making an appointment at the Accessibility Centre, Room L103 ext.3427 or by arranging a personal interview with the professor to discuss your needs.

Student Rights and Responsibility Policy
Acceptable behaviour in class is established by the instructor and is expected by all students. Any form of harassment or violence will not be tolerated. Action will be taken as outlined in Lambton College policy.

Cheating and plagiarism are serious academic offences subject to disciplinary action. It is the student's responsibility to be aware of the cheating policy as described in the Lambton College Student Rights and Responsibilities policy. For further information on all of these policies, links may be found on the Lambton College website.

Prior Learning Assessment Statement
This course is eligible for Prior Learning Assessment
☒ *Yes* ☐ *No*

If yes has been selected, you may choose to contact the Counselling Department for advice on Prior Learning Assessment.

Date of Withdrawal without Academic Penalty
Please consult the Academic Regulations and Registrar's published dates.

Waiver of Responsibility
Every attempt has been made to ensure the accuracy of this information as of the date of publication. The content may be modified, without notice, as deemed appropriate by the College.

Note: It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.