Question 1.

1. Write the message in a friendly, informal tone.

Hey guys, I figured it might be nice for everyone to have an open resource to be able to go and ask questions relating to our work specifically instead of needing to go look it up online. Just post questions and some else most likely has an answer. Ask questions, but avoid posting your actual code; I don't want this page getting you in trouble. Hope you guys will find this useful.

1. Write the message in a neutral tone.

Hey guys, I set up this group for everyone to have an open resource to be able to go and ask questions relating to our work specifically instead of needing to go look it up online. Just post questions and some else most likely has an answer. Ask questions, but avoid posting your actual code; I don't want this page getting you in trouble.

1. Write the message in a firm, formal tone.

Hello All,

I’ve set up this Facebook group because I thought it might be nice for us to have an open resource to be able to go and ask questions relating to our assignments instead of needing to go look it up online. Just post questions and some else most likely has an answer.

Ask questions, but no posting actual code. If you start posting code, I will delete your post or your comment. I don't want this page getting you in trouble.

* Group Admin

Question 2. Hi Richard,

I’m sorry that I’m only handing in my assignment now, I’d been working on it the whole 2 weeks since you’d assigned it and then when I was working on the night before it was due my computer crashed. I tried recovering the files but they ended up getting corrupted somehow and I’m not being permitted to recover the file. I was almost done working on it all, but then I was walking to the bus stop and slipped on the ice and fell. I ended up breaking my arm, but I also landed right on my laptop and I smashed it. So then I was back to square 1 and had to restart the whole thing…

I hope you’ll still accept the assignment, again, I’m sorry it’s getting in so late.

Thank you,

Philip

Question 3.

Memorandum

DATE: February 23rd 2016 TO: Sandra Stark & Richard Chan FROM: Philip Dumaresq SUBJECT: Cancelling next business lecture

On February 23rd we have a Business Information Systems class at 1pm and I would like to request a cancellation for the class. As you are aware, our class has received an invitation to an employment fair being hosted by the federal government during the time period of this class.

I believe this employment fair would be a really good opportunity for us all to go and learn more about what summer jobs with the government could offer us as students. I know that everyone in class is very hard working and would be willing to make up the time missed in class either on our own time or during a lunch break one day. If cancelling this class could be considered, that would be really appreciated.

Question 4.

Dear Dean Abouzia,

I am writing to you because the Computer Science work room needs to be refurbished. The computers in that room are incredibly slow and we can never get any work done in there.

The computers that we have in that room often can take 20 minutes just to boot up land log you onto your account. It can often then take another 10 minutes to load up the program you need to run. This need to be fixed because there’s only 3 rooms in the school that have computers running the software that our department requires to do programming work. The other 2 rooms, 219 and 220, are classrooms that often have classes in them that we aren’t permitted to be in a lot of the time. This means that often lunch breaks on Mondays and Fridays, we can’t do any work due to classes being in here. We often can’t stay late at school to work because there’s classes in the only two rooms we can use.

The Computer Science department has a very heavy workload and we often need to stay late to work on labs and assignements and with the Computer Science work room in it’s current condition, we can’t get anything done if there is a class in room 219 or 220.

If this can be taken into consideration for things that can get fixed over the course of the summer, it would be highly appreciated by the Computer Science students.

Thank you,

Philip.

Part B.

Question 1.

Dear high school students,

Have you ever thought about what goes on inside your computer? how about how things actually happen inside every program you run, every website you visit and everything going on inside your hardware? If so, then Computer Science might be for you!

The Computer Science program at Heritage College is a program where you get to explore everything there is to know about computers. The small stuff, like how do you make a website; to the big stuff, like storing information in massive databases. You get to delve into the computers themselves and learn how to take apart and rebuild your own system and learn how to set up networks and learn how computers communicate with each other.

While all this may seem complicated, it is also massively rewarding. You get to build programs from scratch and it may be hard trying to get everything to work, but for all the effort you put in, you will be rewarded even more. With two paid co-op work terms during the summer, you get to work out in the field, get to develop your skills and establish a professional network. As we progresses, more and more jobs in the Computer Science field open up, meaning more and more opportunities exist every day, more and more career paths open up and Computer Scientist are in higher and higher demand.

So if you're one of the highly curious, someone who wants to take on a challenge, then join us in the Computer Science program at Heritage College.

 Philip

Question 2.

I am applying to work with Transport Canada in a co-op position as a Desktop Support Technician. I am currently studying in the Computer Science program at Heritage College and as such have become good at troubleshooting hardware and software issues and building networks.

My first year in Computer Science has taught me the in and out of computers and outside of school, I’ve learned about the inside of laptop computers as well. I’m familiar with the downloading and preparation of operating systems, formatting of the hard drives and I’m efficient at using file recovery software for when files are lost unintentionally. These have been learned through my courses in hardware and operating systems as well as at home

In my networks course, I’ve learned how to set up LAN networks in a secure manner and build user groups and take measures to protect these. I’ve gained a lot of experience in using the Microsoft Office suite, namely, Word, PowerPoint, OneNote and Excel between both home and school. I can use these to document problems and the solutions to those problems for myself and others to use in the future if similar problems are encountered.

In my volunteer experience, I’ve developed skills in communicating efficiently in both French and English and I’ve demonstrated many times my ability to work as a team leader. I love having challenging problems to solve and will pour my efforts into finding effective solutions to problems that I come across. If I’m not able to find a solution to the problem, I’m good at using available resources to help me find a solution and asking others who may have encountered the problem before. I am always looking forward to learning new strategies and love learning in hands-on environments such as the one that this job would offer.

Thank you for considering me for this position, I hope to hear from you.

Question 3.

**Runtimes tooling developer**

**IBM- Ottawa, Ontario**

**Job Description**

The following student position is a part of IBM Canada's EPIC (Employment Pathways to Interns & Co-ops) Student Program. This position is only open to students registered in a Canadian University or College program, who have completed a minimum of 2 years of their degree or diploma program, and who must be returning to full-time study upon the completion of the temporary IBM work term.

Your main responsibilities would be:

* Improving our state-of-the-art automated scheduling and deployment system for JVM development
* Designing innovative User Interfaces for reporting performance data and project health metrics
* Extending automation and usability of our on-demand, self-service build management portal

**Job Requirements**

* At least four months web programming experience
* At least six months experience with each of the Windows and Linux operating systems
* Working knowledge of the PHP and Java programming languages
* Working knowledge of HTML
* Basic understanding of database concepts
* Working knowledge of source code management systems
* Experience developing applications using Eclipse or a similar Integrated Development Environment (IDE)
* Written and verbal communication and collaboration skills
* Co-op or internship program enrollment is mandatory

I think this would be a really good opportunity because the job would take place in very hands on environment, learning more in depth about how the languages we work with actually work. It would give a more in depth look at languages, how they run and how they work.

**Job link:**[**http://talentegg.ca/employer/ibm/jobs/runtimes-tooling-developer---co-op--kanata--on-**](http://talentegg.ca/employer/ibm/jobs/runtimes-tooling-developer---co-op--kanata--on-)

Part C.

1. Status report

Done:

1. Web programming: lab 5
2. Web programming: lab 6
3. Web programming: assignment 1
4. Web programming: test 1
5. Programming: Lab 5
6. Programming: lab 6
7. Programming: assignment 1
8. Programming: test 1
9. Networking: lab 5
10. Networking: lab 6
11. Networking: assignment 1
12. Mathematics for Computer Science: test 1
13. Mathematics for Computer Science: assignment 4
14. Mathematics for Computer Science: assignment 5
15. Mathematics for Computer Science: Lab 4
16. Mathematics for Computer Science: lab 5
17. Major Authors in English: Essay outline
18. Interpersonal Relationships: Assignment 4
19. Interpersonal Relationships: Assignment 5
20. Business information systems: Lab 1
21. Business information systems: test 1

To do:

1. Web programming: lab 7
2. Web programming: assignment 2
3. Programming: lab 7
4. Programming: assignment 2
5. Networking: test 1
6. Mathematics for Computer Science: assignment 6
7. Mathematics for Computer Science: lab 6
8. Major authors in English: essay 1
9. Business information systems: assignment 2
10. Business information systems: assignment 3

Questions/Concerns:

1. I didn’t finish Web lab 7 yet- do I prioritize that or business assignment 2?
2. Will I have time to finish Web assignment 2 in the next week?

2.Executive summary

Recommendation for an information system to link offices

Client: Maritime Canning Company, Halifax

Inventory has been taken of all existing hardware and software. Found that the offices feature no wireless internet connection and that only managers had access to communication via the internet. Other employees were using more traditional forms of communication. Recommendation is that local area networks be installed in each of the offices and all employees are connected to the internet either wirelessly or are connected.

Clerical and managerial staff members have been consulted with about the nature and frequency of communication outside of their own buildings. Found that the majority of employees communicate with people in other offices around the country and with people in other organizations on a daily basis and found that mailing and faxing are the most common methods of communication amongst employees. Email could drastically improve speed of communication with other people inside the organization and outside of it. Being able to communicate more quickly means that decisions will not take as long to make and miscommunications can get cleared up much more quickly.

Annual cost of existing communication methods was determined. Found that the company was spending much more annually using traditional forms of communication than other companies of similar size were spending annually communication via internet. While the cost to implement the infrastructure will be more than the annual cost of traditional communication, the money saved every year after that will make up for the money spent.

Clerical and managerial staff members were consulted again to determine the level of computer literacy within the organization. Found that most of the staff was less competent than they had previously considered themselves to be. Computer training should be offered to employees who are interested in developing their skills at using new technologies to increase their efficiency within the organization.