SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: PC Management

CODE NO. :   COM 200   **SEMESTER:**   Four / Two

PROGRAM: Office Administration
Computerized Business Systems

AUTHOR: Rosemary LeBlanc and Lynn Dee Eason

DATE: Dec. 2001   **PREVIOUS OUTLINE DATED:**   Jan. 2001

APPROVED:

_____   _____
                                                                                       DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S):   None

HOURS/WEEK: 3

I. COURSE DESCRIPTION:

The management of the personal computer has become a skill that is demanded by today's workplace. COM200 will allow the student to purchase or upgrade a personal computer according to need; learn the regular maintenance routines that keep the PC in top condition; research hardware/software problems using the Internet and manufacturer; and install/uninstall software.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Research and report the information required to purchase an Internet-capable computer complete with peripherals and software. (25% of course content)

  Potential Elements of the Performance:
- Identify the parts of a personal computer and their function.
- Choose an appropriate mix of components for an Internet-capable personal computer within given budget limits.
- Prepare a comparison report of research findings.

2. Set up and execute an appropriate maintenance routine for a personal computer. (25% of course content)

  Potential Elements of the Performance:
- Operate the system tools provided with Windows '95
- Investigate other tools
- Apply appropriate virus protection procedures.
- Apply advanced file handling techniques.
- Document maintenance

3. Troubleshoot hardware/software problems using written/online help documentation and the Internet. (25% of course content)

  Potential Elements of the Performance:
- Identify errors and follow a logical solution path.
- Set up and tend an error/maintenance log.
- Contact manufacturer's web sites to view product information and download fixes.
- Participate in user groups to find current information.

4.	Acquire and install/uninstall software and hardware (25% of course content)

Potential Elements of the Performance:
- Search out available software from retailers and the Internet.
- Utilize decompression software as required.
- Install/uninstall acquired software.
- Maintain documentation of installations.

## III.	TOPICS:

1.	**How to buy and set up a Personal Computer**

2.	**Maintenance of Personal Computers**

3.	**Troubleshooting Hardware and Software**

4.	**Install and Uninstall software and hardware**

## IV.	REQUIRED RESOURCES/TEXTS/MATERIALS:

Upgrading & Fixing PCs . ISBN: 0-7645-0719-2
Five (5) 3.5" pre-formatted high-density disks.
A hard plastic disk case
Two (2) labeled file folders

## V.	EVALUATION PROCESS/GRADING SYSTEM:

Mid-Term Reporting:

S	Satisfactory
U	Unsatisfactory
R	Repeat (objectives have not been met)
NR	Grade Not reported to Registrar's Office

Final Grade Reporting:

Breakdown of Final Grade:

The following will be required to complete this course:

Assignment #1 - Purchase a personal computer. (25%)
Assignment #2 - Maintenance routine for a personal computer. (25%)
Test #1 - Troubleshoot hardware/software problems. (25%)
Test #2 – Acquire and install/uninstall software/hardware. (25%)

The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI.   SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

<u>Retention of Course Outlines</u>:
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.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities". Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.

Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test will be administered at the end of the semester to replace EITHER the lowest failed OR one missed test. The supplementary test is a comprehensive test drawing upon all of the material covered during the regular semester.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.

A disk labeled with the student's, professor's, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.
All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book". Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Regular attendance is required to obtain the information required for successful course completion.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.