

Sault College of Applied Arts & Technology

Sault Ste Marie, ON

Course Outline



Course Title: PC MANAGEMENT

Course No.: COM200

Program: OFFICE ADMINISTRATION

Semester: Fourth (4)

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Dean, School of Business, Hospitality
& Computer Studies

January 3, 1998
Date

Total Credits: 3

Prerequisites: NONE

Length of Course: 3 HOURS/WEEK FOR 17 WEEKS

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 learn the regular maintenance routines that keep the PC in top condition; to research hardware/software problems using the Internet and hardware documentation; to purchase or upgrade a modern personal computer; and to install/uninstall software.

1. SUMMARY OF LEARNING OUTCOMES:

- a. Research and report the information required to purchase an Internet-capable personal computer complete with peripherals and software. *(35% of course)*
- b. Set up and execute an appropriate maintenance routine for a personal computer. *(25% of course)*
- c. Acquire and install/uninstall software. *(15% of course)*
- d. Troubleshoot hardware/software problems using written/online help documentation and the Internet. *(25% of course)*

2. LEARNING OUTCOMES WITH ELEMENTS OF PERFORMANCE:

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

- a. Research and report the information required to purchase an Internet-capable personal computer complete with peripherals and software.
 - i. Identify the parts of a personal computer and their function
 - ii. Choose an appropriate mix of components for an Internet-capable personal computer within given budget limits
 - iii. Prepare a comparison report of research findings
- b. Set up and execute an appropriate maintenance routine for a personal computer.
 - i. Operate the system tools provided with Windows '95
 - ii. Apply appropriate virus protection procedures
- c. Acquire and install/uninstall software.
 - i. Download software from the Internet

- ii. Decompress acquired software as required
 - iii. Install software
 - iv. Uninstall software
 - v. Maintain documentation of installations
- d. Troubleshoot hardware/software problems using written/online help documentation and the Internet.
- i. Identify errors and follow a logical solution path
 - ii. Set up and tend a maintenance log
 - iii. Contact manufacturer's web sites to view product information and download fixes
 - iv. Participate in user newsgroups to find current information

3. REQUIRED STUDENT RESOURCES:

The Personal Computer *Operating, Troubleshooting and Upgrading* by Mike Mutasem Awwad. Published by Prentice Hall. ISBN# 0-13-674417-6

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

A hard plastic disk case

Labelled File Folders

4. 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 the course have not been achieved and the course must be repeated. |

ASSIGNMENTS:

Four (4) assignments will be required to complete this course.

Assignment #1 - Purchase a personal computer. *(35% of course)*

Assignment #2 - Maintenance routine for a personal computer. *(25% of course)*

Assignment #3 - Acquire and install/uninstall software. *(15% of course)*

Assignment #4 - Troubleshoot hardware/software problems. *(25% of course)*

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

Assignments must be handed in on time to be eligible for full marks unless prior **written** 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 deemed appropriate by the professor.

The professor reserves the right to modify the course as required.

