

Sault College of Applied Arts & Technology

Sault Ste. Marie, ON



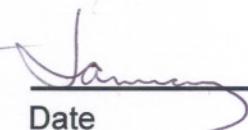
Course Outline

Course Title: PC MANAGEMENT
Course No.: COM200
Program: OFFICE ADMINISTRATION
Semester: Fourth (4)
Author: LYNN DEE EASON
Date: January 1999

Approved:



Dean, School of Business & Hospitality

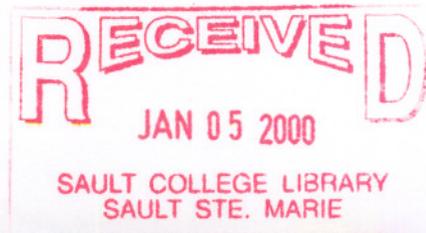
 1999

Date

Total Credits: 3

Prerequisites: None

Length of Course: 3 hours/week for 14 weeks



PHILOSOPHY/GOALS:

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 documentation; and install/uninstall software.

I. LEARNING OUTCOMES:

- Research and report the information required to purchase an Internet-capable personal computer complete with peripherals and software. (35% of course content)
- Set up and execute an appropriate maintenance routine for a personal computer. (30% of course content)
- Troubleshoot hardware/software problems using written/online help documentation and the Internet. (25% of course content)
- Acquire and install/uninstall software. (10% of course content)

II. ELEMENTS OF PERFORMANCE:

Following successful completion of this course, the student should be able to:

- Research and report the information required to purchase an Internet-capable personal computer complete with peripherals and software. (35% of course content)
 - 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.
- Set up and execute an appropriate maintenance routine for a personal computer. (30% of course content)
 - Operate the system tools provided with Windows '95.
 - Apply appropriate virus protection procedures.
 - Apply advanced file handling techniques.

- Troubleshoot hardware/software problems using written/online help documentation and the Internet. (25% of course content)
 - 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.
- Acquire and install/uninstall software. (10% of course content)
 - Search out available software from retailers and the Internet.
 - Utilize decompression software as required.
 - Install/uninstall acquired software.
 - Maintain documentation of installations.

III. REQUIRED STUDENT RESOURCES

The Big Basics Book of PC's. Que. ISBN: 0-7897-1339-X

Five (5) 3.5" pre-formatted high-density disks

A hard plastic disk case

Two (2) labeled file folders

IV. METHODS OF EVALUATION:

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 for credit. |

BREAKDOWN OF FINAL GRADE:

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

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

Assignment #2 – Maintenance routine for a personal computer. (30%)

Assignment #3 – Troubleshoot hardware/software problems. (25%)

Assignment #4 – Acquire and install/uninstall software. (10%)

NOTES:

- 100 percent completion of all assignments is expected. A zero will be assigned after the third consecutive day (holidays and weekend included) the assignment is late. Late assignments must be accompanied by a completed late slip.
- Students are advised to maintain a back-up of all files on diskette. Loss of output due to a lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
- 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.
- Regular class attendance is required to obtain the information required for successful course completion.
- 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.

V. SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, and learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

Your professor reserves the right to modify the course as deemed necessary to meet the needs of students.