COURSE SYLLABUS

COURSE TITLE: ICS 110—Computer Technology Essentials
CLASS SECTION: X01/X02
TERM: Fall 2024
COURSE CREDITS: 3
DELIVERY METHOD(S): Lecture, Seminar

For COVID-19 updates please visit https://camosun.ca/about/covid-19-updates.

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's Territorial Acknowledgement.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Gordon Broom (he/him)

EMAIL: BroomG@camosun.ca

PHONE: 250-370-4553

TEXT: 250-818-6452

OFFICE: TEC 233, or via Zoom

HOURS: by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success. I have unconscious biases and assumptions, as we all do, please help me discover and remove them.

I was raised in southern Ontario of Scots/Swedish ancestry but I culturally identify as Canadian (second generation), there are no kilts or horned helmets in my heritage. I moved to Victoria in 1992 after graduating from university and now consider myself "almost" a local. I am grateful to live and work in the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. I recognize that learning is a lifelong journey and we are all on different paths, and at different points along these paths. As an educator I want to guide and support all learners in their journeys so I endeavour to not hinder or distract you from your full potential. I would like to be seen as a facilitator rather than a subject expert. Please drop by my office to discuss the course, or just for a chat.

CALENDAR DESCRIPTION

Students will be introduced to the fundamental use of computing device, operating systems, production applications and networking tools to gain an in-depth understanding of why computers are essential components in their education in a technology program. Restricted course, open to students enrolled in the Information and Computer Systems or Interactive Media Developer programs.

PREREQUISITE(S): none
CO-REQUISITE(S): none
EXCLUSION(S): none

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

A. Apply appropriate naming and directory strategies for successful file management;
B. Use a variety of software development tools as needed to be successful in the program;
C. Use internal resources to access allocated college resources;
D. Use external resources to access allocated student resources such as VPN, file transfer protocols; and
E. Evaluate information, solve problems, and make decisions as they relate to information and computer systems

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Quizzes (D2L)	10%
Weekly Assignments (in seminar)	50%
Final Exam. Students must achieve a mark of 55% on the final exam to pass the course.	40%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE OUTCOMES & ASSIGNMENT ALIGNMENT

ASSESSMENT	COURSE OUTCOME				
	A	B	C	D	E
Quizzes		•			•
Assignments	•	•	•	•	•
Final Exam		•			•

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

We will be using an online, interactive book, called **zybooks**. Subscription instructions are provided on D2L.

Additionally, I will post a variety of additional required readings and documents online, either as external links or as PDF files on the D2L site for the course. You can read these materials online or print them out, but they will be required, unless specifically marked as optional. All readings should be done by the beginning of that week.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice.

WEEK	DATES	READINGS	LECTURE PERIOD	SEMINAR PERIOD
1	Sep 2–6	Chapter 12	(no lecture)	Meet & Greet/Preliminary Survey
2	Sep 9–13	Chapter 1	Team Building	Microsoft Windows, file management
3	Sep 16–20	Chapter 10	Camosun Policies	Cables and Connectors

WEEK	DATES	READINGS	LECTURE PERIOD	SEMINAR PERIOD
4	Sep 23–27	Chapter 2	Troubleshooting	Turing Tumble
5	Sep 30–Oct 4	Chapter 3	(no lecture)	MS Word
6	Oct 7–11	Chapter 4	Thick/Thin Applications	MS Word
7	Oct 14–18	Chapter 5	(no lecture)	Turing Tumble
8	Oct 21–25	Chapter 6	Metacognition	MS Excel
9	Oct 28–Nov 1	Chapter 7	Privacy	MS Excel
10	Nov 4–8	Chapter 8	Security	MS Powerpoint
11	Nov 11–15	Chapter 9	(no lecture)	Powerpoint Presentations
12	Nov 18–22	Chapter 11	Supply Chain	Integrated Development Environments (IDE) I
13	Nov 25–29		Collaboration/Coding Standards	IDEs II
14	Dec 2–6		Review	Review
Exam Period	Dec 9–17		n/a	Final Exam

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

COURSE GUIDELINES & EXPECTATIONS

Lecture and Seminar Attendance

Lecture and seminar participation are essential to the course objectives, an opportunity for students to ask questions and learn from each other. Group discussions will be held in the lecture period. Short assignments on the practical topic of the week will be completed in the seminar period.

Use of Artificial Intelligence (AI) and Large Language Models (LLM)

Acceptable: just like using Google or Wikipedia, it is acceptable to use an AI to ask introductory questions or gain ideas for an assignment. Please know that AIs will create factually incorrect but plausible statements and data and they can fabricate sources that do not exist. **Never assume they are telling the truth.**

Acceptable: if you need a generic/stock image and know exactly what you want but Google image search isn't finding it, you are allowed to use image AI to create that image. However, like any source, you must cite the source and you must also confirm that the image is accurate.

Not acceptable: to use any text created by an AI directly in your assignment. Do not paste any text from an AI, including pasting and then rewording it. When using AI/LLM you are still expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey.

See https://studentguidetoai.org/ for a guide on using AI ethically.

Due Dates and Late Assignments

The due dates are established in accordance with the course and term duration. The purpose of the due dates is to help both you and I to get the assignments assessed in a timely manner. Just as you need time to complete the assignments, I need enough time to grade them. As such, the due dates are fixed (unless you have an approved academic accommodation through CAL) and it is expected that students will hand in assignments on time. Assignment marks, comments, and feedback will be returned to students in a timely manner.

Please submit assignment by the due date indicated (on the assignment, or on D2L). This allows me to provide feedback on your work, which will enhance your learning and guide you in subsequent assignments. Submitting assignments by the due dates will provide the best learning experience. However, assignments will be accepted up to the last day of classes for full marks, **late assignments will receive full marks but no instructor feedback**.

Exam Procedures

All exams are **closed-book**, no aids allowed. No cell phones, calculators, smart watches (etc.) allowed at your desk (leave your backpack at the front of the room). For computer-based exams, no external sites are allowed (e.g. no Google, no Google Translate, no AI, no LLM, …).

All exams must be written in the scheduled locations at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be offered at the discretion of the instructor. If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.

http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

SCHOOL OR DEPARTMENTAL INFORMATION

Department: Computer Science Department
- Chair is Saryta Schaerer, TEC 239.
- See the chair if you need:
  - program help such as working out a part-time schedule
  - help with transfer credits
  - information on services from other departments.
- See your instructor if you need help with the course.

School: School of Trades and Technology. Office TEC 169
- Dean is Eric Sehn
- Associate Dean is Ken Kosik
- Both are in TEC 169
- Student issues are looked after by the Associate Dean. However, if you need anything, go to the department chair first.

Equity, diversity, and inclusion (EDI) are central to Camosun's culture and values. The Camosun community and the engineering community at large commit to pursuing equity in education regardless of race, heritage, religion, gender

or gender identity, and ability. We learn best when we feel safe. Inappropriate, hateful or demeaning comments or actions will not be tolerated. Your suggestions on how to make your experience here better are encouraged and appreciated. Please let me or the department chair know ways to improve your experience at Camosun. If you wish to know more about Camosun's EDI policy, please see the EDI page on the college's website: http://camosun.ca/about/policies/equity-diversity-inclusion.html

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: https://camosun.libguides.com/academicintegrity/welcome
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit

http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: https://camosun.ca/about/camosun-college-policies-and-directives

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.