



CAMOSUN COLLEGE
Trades and Technology
Information Technology

Info Tech Essentials, ICS110
Information and Computer Systems Essentials
Fall 2019

COURSE OUTLINE

The calendar description is available on the web:
<http://camosun.ca/learn/calendar/current/web/ics.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Ken Hartman
(b) Office hours	Wednesday 10:30AM – 12:30PM Note: Appointments recommended. I can meet with any student outside of scheduled office hours if needed and an appointment set up.:
(c) Location	TECH 255
(d) Phone	N/A Alternative: _____
(e) E-mail	hartmank@camosun.ca
(f) Website	Use Camosun D2L for course information

2. Intended Learning Outcomes

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

3. Required Materials

- (a) Texts: We will be using an online, interactive book, called zybook. You must:
1. Sign in or create an account at learn.zybooks.com
 2. Enter zyBook code: CAMOSUNICS110and114Fall2019
 3. Subscribe using a credit card
- A subscription is **\$58** and will last until Jan 10, 2020.

4. Course Content and Schedule

This course is delivered as one-hour class and a two hour lab each week. The details on assignments and tasks for each week will be posted in advance on D2L (Camosun's course management software, Desire to Learn.)

The 50 minute class each week will focus on key concepts and a chance to ask questions and get clarifications from the instructor.

There will be reading assignments and participation exercises from the course text that must be completed before weekly deadlines.

Each lab is composed of the following:

0. *Pre-lab Tasks* – Students are expected to have completed these tasks **before** attending their scheduled lab time.
1. *Textbook content quiz* – Based on previous week's assigned reading.
2. *Lab Quiz* – (some weeks may have no quiz TBA) Many labs will begin with a 15-minute quiz based on the previous week's material.
3. *Lab Tasks* – These tasks typically must be completed during the two-hour lab unless you have received an exception granted by the instructor.
4. *Deliverables* – This is what must be submitted at the end of the two-hour lab.
5. *Next Week's Quiz Hints* - This will contain some pointers to help students study for the next quiz.

5. Basis of Student Assessment (Weighting)

- (a) Zybook chapter participation tasks 5%
- (b) Weekly lab assignments 30%
- (c) Quizzes 30%
- (d) Final Exam 30%
- (e) Other:
 - Student Presentation 5%,
 - Presentation 5% - Each student will give a 5-minute presentation accompanied by a PowerPoint presentation during a class later in the term.

NOTE: Students must achieve a passing mark on the quizzes (average of all), a passing mark on Lab assignments (average of all) and a passing mark on the final exam to pass the course. For this course a passing mark is a minimum of 50%

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

Appropriate personal computer and Internet access at home. NOT Required! Just recommended.

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

Department Policies:

Grade review: You have 7 days after marks are posted to review with your instructor.

Academic Dishonesty:

1st violation: minus the weight of the deliverable and a note on your departmental file.

2nd violation: F in the course

3rd violation: Student Conduct [Policy](#) E-2.5 is applied

Missed Examinations/Quizzes: If a student misses a quiz or an exam, a mark of zero will be assigned unless there are extenuating circumstances. In such cases, the proportion of grade assigned to the missed quiz or exam will be added to the proportion assigned to the final exam. The final exam will be held during exam week. NO consideration will be given to any student wishing to write the exam at any other time than that assigned.

Electronic Devices: The school's policy regarding electronic devices is that any student who has a cell phone or other unauthorized electronic device (ie. ipad, laptop, playbook, etc.) on their person or around their desk during an exam will be guilty of cheating and will a grade of "F" for the course.

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.