

# COURSE SYLLABUS



COURSE TITLE:	ELEX 138 – PC Workstation
CLASS SECTION:	
TERM:	Fall 2021
COURSE CREDITS:	3
DELIVERY METHOD(S):	Hands-on Labs, Face to Face Seminars, DE via D2L

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

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The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafe BC, and the B.C. Government to ensure the health and wellbeing of students and employees, Camosun College is providing you with every possible protection to keep you safe. Our measures include COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. For details on these precautions please follow this link: <http://camosun.ca/covid19/faq/covid-faqs-students.html>. However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor. If needed, alternatives will be discussed.

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*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

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NAME:	Phil Vreugdenhil
EMAIL:	VreugdenhilP@camosun.bc.ca
OFFICE:	CBA 122 A
HOURS:	TBD

*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.*

## CALENDAR DESCRIPTION

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This course covers topics relating to PC Workstation maintenance, upgrading and repair. Topics include the fundamentals of PC systems, hardware components such as microprocessors, system boards, memory, disk storage, power supplies, and peripherals including keyboards, pointing devices, displays, printers, application software and operating systems. The student will be prepared to complete the CompTIA A+ certification.

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

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Students successfully completing this course will have gained basic understanding of computer systems. They will be able to:

- Identify and describe the various components that make up a personal computer.
- Define information technology as it relates to PC workstations.
- Demonstrate the disassembly and assembly of a personal computer.
- Demonstrate the processes used in to install, upgrade, configure, and optimize a computer.
- Describe preventative maintenance, and basic troubleshooting techniques.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Students will require the following:

- Access to Cisco ITE through Cisco Netacad
- Access to ELEX 138 course home page through Camosun College D2L
- Notebook to record notes and observations

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

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week #1	Chapter 1: Intro to the Personal Computer	
Week #2	Chapter 2: PC Assembly, & Chapter 3: Adv. Computer HW	
Week #3	Chapter 3: Adv. HW, & Chapter 4: Troubleshooting	
Week #4	Chapter 5: Networking , & Chapter 6: Applied Networking	
Week #5	Chapter 7: Laptops & Mobile Devices	Exam 1 – TBD Ch #1 - 4
Week #6	Chapter 8: Printers	Oct. 11 <sup>th</sup> = No Class
Week #7	Chapter 9: Virtualization & Cloud Computing	Exam 2 – TBD Ch #5 - 6
Week #8	Chapter 10: Windows Installation	
Week #9	Chapter 11: Windows Configuration	Exam 3 – TBD Ch #7 - 8

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week #10	Chapter 11: Windows Configuration	Nov. 11 <sup>th</sup> = No Class
Week #11	Chapter 12: Mobile, Linux, and Mac Operating Systems	
Week #12	Chapter 13: Security	Exam 4 – TBD Ch #10 - 11
Week #13	Chapter 13: Security, & Chapter 14: IT Professional	
Week #14	Practical Skills Final Exam & Review	Practical Final TBD
End of Semester	Theoretical Final Exam	TBD

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Labs – weekly hands-on practical activities and reports	25%
Exams – checkpoint exams on Netacad (one attempt)	20%
Quizzes – chapter quizzes on Netacad (many attempts)	10%
Practical Skills Exam – date TBD	20%
Final Exam – date TBD	25%
<b>TOTAL</b>	<b>100%</b>

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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Attendance to Labs is mandatory.

Expect to spend time writing lab reports, reviewing resources, studying, taking D2L Quizzes outside of “class”.

The Checkpoint Exams, Practical Skills Exam, and Final Exam are all in-class, F2F assessments.

### How are courses evaluated in the Electronics and Computer Engineering department?

In addition to the evaluation scheme addressed above, courses that are a prerequisite must meet the following overriding criteria to pass a course. The reason for these additional criteria is to ensure your success in subsequent courses with a balance of skills in both theory and practice.

The following criteria must be met:

- **Students must obtain a minimum weighted average of 60% in theory evaluations (tests, examinations, etc.) in any course that is a pre-requisite for subsequent courses.**
- **Students must obtain a minimum weighted average of 60% in lab evaluations (lab performance, reports, etc.) in any course that is a pre-requisite for subsequent courses.**
- **Students must obtain a minimum of 50% on the final examination for a course in order to receive a passing grade.**
- **Failure to meet any one of these criteria will result in a student receiving a failing grade for the course.**
- **All assigned work (laboratory work, reports, quizzes, checkpoint exams) must be submitted prior to a student writing a final examination.**
- **Late assignments will have marks deducted; if handed in after assignments are returned to the class, then no mark will be awarded, but the assignment must be submitted.**

### STUDENT RESPONSIBILITY

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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

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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/>.

Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>

International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### 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 Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### 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.

**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.