CAMOSUN COLLEGE
Trades and Technology
Computer Science

ICS 110 Computer Technology Essentials
Fall 2021

COURSE OUTLINE

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

✦ *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**	Gordon Broom	
(b)	**Office hours**	by appointment	
(c)	**Location**	TEC 170	
(d)	**Phone**	250-818-6452 (cell)	**Alternative:**
(e)	**E-mail**	BroomG@camosun.bc.ca	
(f)	**Website**	use Camosun D2L login for all course information	

2. Intended Learning Outcomes

At the conclusion of this course students will be able to:

- 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 **zybooks**.

(b) Other
All other materials will be available through D2L.

4. Course Content and Schedule

This course is delivered as one 1-hour lecture and one 2-hour seminar/lab per week.

Week	Lecture & zyBook Topic	Lab Topic	Quiz Topic
01	Introduction	Student Survey	
02	CH12 - History & Basics	Keyboarding & File Management	
03	CH01 - Hardware & Software	Cables & Connections, Troubleshooting	CH12
04	CH10 - Trouble Shooting Process	Etiquette and Conduct	CH01
05	CH02 - The Internet & Web	MS Word	CH10
06	CH03 - Operating Systems	MS Word & MS Excel	CH02
07	CH04 - Computer Applications	MS Excel	CH03
08	CH05 - Web and Mobile Apps	Web Searching	CH04
09	CH06 – Privacy	MS PowerPoint	CH05
10	CH07 – Security	Ergonomics	CH06
11	CH08 - Information Systems	Intro to NetBeans (ICS students only)	CH07
12	CH09 - More Societal Issues	Debugging in NetBeans (ICS students only)	CH08
13	CH11 - Program Debugging	e-Portfolio Presentations	CH09
14	Review	e-Portfolio Presentations	CH11

5. Basis of Student Assessment (Weighting)

zybooks chapter participation tasks	12%
weekly lab assignments	25%
weekly quizzes	28%
ePortfolio update	5%
final exam	30%

NOTE: Students must achieve a passing mark on the lab quizzes (50% overall) and a passing mark (50%) on the final exam to pass the course.

6.   Grading System

X	Standard Grading System (GPA)

	Competency Based Grading System

7. 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

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 receive a grade of "F" for the course.

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.

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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal*: 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.