

COURSE SYLLABUS



COURSE TITLE: ICS 110—Computer Technology Essentials
CLASS SECTION: X01/X02
TERM: 2022F
COURSE CREDITS: 3
DELIVERY METHOD(S): Lecture, Seminar

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](#).

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

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
EMAIL: BroomG@camosun.ca
OFFICE: TEC 263
HOURS: Tuesday, Wednesday 11:30—13:00
Thursday 14:00—15:30
Also 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.

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:

- 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 information and computer systems.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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

In addition, 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, as deemed appropriate by the instructor.

WEEK	DATES	ZYBOOKS READINGS	LECTURE	SEMINAR
1	Sept 5–9		Course Introduction	Preliminary Survey
2	Sept 12–16	Chapter 12	Team building	File management
3	Sept 19–23	Chapter 1	Supply Chain	Cables and Connectors
4	Sept 26–30	Chapter 10	Turing Tumblers	College Policies and Procedures
5	Oct 3–7	Chapter 2	Search	MS Word
6	Oct 10–14	Chapter 3	Guest Speaker	MS Word
7	Oct 17–21	Chapter 4	Chapter 4	MS Excel
8	Oct 24–28	Chapter 5	Metacognition	MS Excel
9	Oct 31–Nov 4	Chapter 6	Chapter 6	MS PowerPoint
10	Nov 7–11	Chapter 7	Ergonomics	Ergonomics
11	Nov 14–18	Chapter 8	Chapter 8	Search
12	Nov 21–25	Chapter 9	Chapter 9	Netbeans
13	Nov 28–Dec 2	Chapter 11	Chapter 11	Netbeans

WEEK	DATES	ZYBOOKS READINGS	LECTURE	SEMINAR
14	Dec 5–9		Review	Review
Exam Period	Dec 12–23	Final Exam (to be scheduled by College Registrar, posted on myCamosun)		

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>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Zybooks chapter participation tasks (1% each) – ongoing; see course schedule for exact dates	12%
Weekly D2L Quizzes – ongoing; see course schedule for exact dates	28%
Weekly Assignments – ongoing; see course schedule for exact dates	30%
Final Exam (TBD)	30%
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>

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

COURSE GUIDELINES & EXPECTATIONS

Lecture Attendance

To get the most out of this course, students are expected to attend all classes and be on time. It is your responsibility to acquire all information given during a class missed, including notes, hand-outs, changed exam dates etc. Lecture participation is essential to the course objectives, and largely involves discussion of the weekly topic and assigned readings or activities.

Seminar Attendance

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

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 done so that they can be 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, usually within 1 week, depending on the length of the assignment.

All assignments must be handed in by the time indicated (on the assignment, or on D2L). Late assignments may be graded but marks equivalent to 10% of the total value of the assignment will be deducted for each day, inclusive of days on the weekend, past the deadline. If assignments have already been marked and returned, a late assignment will not be accepted. Assignments will not be accepted that are late more than three days, inclusive of days over the weekend.

Exam Procedures

All exams must be written 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, provided the student. 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:
 - o program help such as working out a part-time schedule
 - o help with transfer credits
 - o info 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.

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 250-3703841

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.

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.