



Student Enrolment Contract
P.O. Box 570
Pilot Butte, SK
S0G 3Z0
Schaller College

Name _____

Address _____

Last Grade Completed _____ Receipt of Transcript _____

Telephone _____

Program Title _____

Total Hours _____ Total Weeks _____ Hours per Day _____

Start Date _____ End Date _____

School Holidays _____

Received Program Schedule Yes _____ No _____

Received Program Outline Yes _____ No _____

Received List of Resource Materials Yes _____ No _____

Registration Fee _____ Book/Supplies Fee _____

Certification Exams Fee for CompTia A+ is included in tuition

Exam Re-write Fee to be paid to exam vendor directly

Total Tuition Fee _____

Payment Arrangement _____

Payment Schedule

First Payment	Date	Amount
Second Payment	Date	Amount
Third Payment	Date	Amount
Fourth Payment	Date	Amount

Refunds:

In accordance with Sections 14, 15 and 16 of *The Private Vocational Schools Regulations, 1995* **WRITTEN NOTICE** to the school of intent to cease taking the program or course is required. Refunds are calculated according to the following criteria:

- Up to 20% of hours of instruction – 75% of payable tuition fee
- 21% - 50% of hour of instruction – 40% of payable tuition fee
- Over 50% of hours of instruction – no refund

School Policy Outline Received Yes____ No____
Internal Dispute Mechanism Received Yes____ No____

Private vocational schools are registered with Saskatchewan Learning which monitors and serves as a support to both the school and students. Inquiries should be directed to:

Saskatchewan Advanced Education and Employment
 Institutions Branch
 1945 Hamilton Street
 S4P 2C8
 Phone: 306 787-5763

Training Completion Fund:

In accordance with Section 26 of *The Private Vocational Schools Regulations, 1995*, every operator of a Category 1 school provides the Minister with an annual contribution.

Placement:

Schaller College is prohibited under Section 11 of *The Private Vocational School Regulations, 1995* from guaranteeing employment to any student or prospective student.

This contract is subject to the provisions of *The Private Vocational Schools Regulation Act, 1995*, and *The Private Vocational School Regulations, 1995*, of Saskatchewan.

I have READ, UNDERSTOOD AND RECEIVED a signed copy of this contact.

Date

Applicant Signature Guardian if under 18

Date

Principal/Manager Signature

For administrative purposes, information may be shared internally or with the Department of Advanced Education and Employment.

Hours and Program Content

Complete breakdown of Hours/Weeks/Days/Hours per Day

- Total Hours 414
- Hours Per Day 5 hours per day Monday to Thursday and 3 hours per day on Friday
- Hours Per Week 23
- Total Weeks 20
- Days per Week 5 Days Per Week
- Total Days 90

Monday through Friday the Classroom Instruction is between 9:00 AM – 12:00 PM.
Monday through Thursday the Supervised Practicum is between 1:00 PM – 3:00 PM.

Note: 20 Week Window includes Holidays and School Breaks.

Classroom Instruction Hardware and Software

270 Hours or 65%

Supervised Practicum

144 Hours or 35%

Installation, Configuration, and Upgrading

1. Identify the names, purpose, and characteristics, of system modules. Recognize these modules by sight or definition.
2. Identify basic procedures for adding and removing field-replaceable modules for desktop systems. Given a replacement scenario, choose the appropriate sequences.
3. Identify basic procedures for adding and removing field-replaceable modules for portable systems. Given a replacement scenario, choose the appropriate sequences.
4. Identify typical IRQs, DMAs, and I/O addresses, and procedures for altering these settings when installing and configuring devices. Choose the appropriate installation or configuration steps in a given scenario.
5. Identify the names, purposes, and performance characteristics, of standardized/common peripheral ports, associated cabling, and their connectors. Recognize ports, cabling, and connectors, by sight.
6. Identify proper procedures for installing and configuring common IDE devices. Choose the appropriate installation or configuration sequences in given scenarios. Recognize the associated cables.
7. Identify proper procedures for installing and configuring common SCSI devices. Choose the appropriate installation or configuration sequences in given scenarios. Recognize the associated cables.
8. Identify proper procedures for installing and configuring common peripheral devices. Choose the appropriate installation or configuration sequences in given scenarios.
9. Identify procedures to optimize PC operations in specific situations. Predict the effects of specific procedures under given scenarios.
10. Determine the issues that must be considered when upgrading a PC. In a given scenario, determine when and how to upgrade system components.

Diagnosing and Troubleshooting

1. Recognize common problems associated with each module and their symptoms, and identify steps to isolate and troubleshoot the problems. Given a problem situation, interpret the symptoms and infer the most likely cause.
2. Identify basic troubleshooting procedures and tools, and how to elicit problem symptoms from customers. Justify asking particular questions in a given scenario.

PC Preventive Maintenance, Safety, and Environmental Issues

1. Identify the various types of preventive maintenance measures, products and procedures and when and how to use them.
2. Identify the types of RAM (Random Access Memory), form factors, and operational characteristics. Determine banking and speed requirements under given scenarios
3. Identify the most popular types of motherboards, their components, and their architecture (bus structures).
4. Identify the purpose of CMOS (Complementary Metal-Oxide Semiconductor) memory, what it contains, and how and when to change its parameters. Given a scenario involving CMOS, choose the appropriate course of action.
5. Identify printer technologies, interfaces, and options/upgrades.
6. Recognize common printer problems and techniques used to resolve them.

Basic Networking

1. Identify the common types of network cables, their characteristics and connectors.
2. Identify basic networking concepts including how a network works.

Operating System Fundamentals

1. Identify the major desktop components and interfaces, and their functions. Differentiate the characteristics of Windows 9x/Me, Windows NT 4.0 Workstation, Windows 2000 Professional, and Windows XP.
2. Identify the names, locations, purposes, and contents of major system files.
3. Demonstrate the ability to use command-line functions and utilities to manage the operating system, including the proper syntax and switches.
4. Identify basic concepts and procedures for creating, viewing, and managing disks, directories and files. This includes procedures for changing file attributes and the ramifications of those changes (for example, security issues).
5. Identify the major operating system utilities, their purpose, location, and available switches.

Installation, Configuration and Upgrading

1. Identify the procedures for installing Windows 9x/Me, Windows NT 4.0 Workstation, Windows 2000 Professional, and Windows XP, and bringing the operating system to a basic operational level.
2. Identify steps to perform an operating system upgrade from Windows 9.x/ME,

Windows NT 4.0 Workstation, Windows 2000 Professional, and Windows XP. Given an upgrade scenario, choose the appropriate next steps.

- 3. Identify the basic system boot sequences and boot methods, including the steps to create an emergency boot disk with utilities installed for Windows 9x/Me, Windows NT 4.0 Workstation, Windows 2000 Professional, and Windows XP.**
- 4. Identify procedures for installing/adding a device, including loading, adding, and configuring device drivers, and required software.**
- 5. Identify procedures necessary to optimize the operating system and major operating system subsystems.**

Diagnosing and Troubleshooting

- 1. Recognize and interpret the meaning of common error codes and startup messages from the boot sequence, and identify steps to correct the problems.**
- 2. Recognize when to use common diagnostic utilities and tools. Given a diagnostic scenario involving one of these utilities or tools, select the appropriate steps needed to resolve the problem.**
- 3. Recognize common operational and usability problems and determine how to resolve them.**

Networks

- 1. Identify the networking capabilities of Windows. Given configuration parameters, configure the operating system to connect to a network.**
- 2. Identify the basic Internet protocols and terminologies. Identify procedures for establishing Internet connectivity. In a given scenario, configure the operating system to connect to and use Internet resources.**