

# **BET 221 Copy Machines (5-15-10)**

## **Course Description**

This course provides students with knowledge and hands-on experience with the electronic circuits and mechanical systems of copy machines. Topics include terminology, copy process: analog and digital, electronic/electromechanical systems, mechanical construction, fault identification, maintenance techniques, and trends in copy machines.

**Prerequisites/Corequisites: ELC 118**

## **Required Textbooks and Course Materials**

1. Kuaimoku, Eric *Professional Photocopier Troubleshooting and Repair*.
2. Basic Photocopier Tool Kit with digital multimeter per industry standard recommendations (furnished by student)

## **Course Competencies**

- Terminology
- Copy process
- Electronic/electromechanical systems
- Mechanical construction
- Fault identification
- Maintenance techniques
- Trends in copy machines

## **Evaluation**

### **Tests**

A unit test will be given upon completion of each unit of study. The tests will cover material from lecture, laboratory work, and homework assignments. Unit tests will constitute 30% of the total course grade.

### **Laboratory**

Lab work will be assigned in most units of study and will constitute 30% of the total course grade. All lab assignments must be completed on campus.

### **Examination**

The final exam will constitute 40% of the total course grade. The exam will cover material from lecture, lab, and homework assignments. A make-up of the exam will not be permitted unless prior approval is obtained from the instructor.

## Rules, Requirements, and Other General Information

### Grading

Grades of A, B, C, D, or F are assigned to specify levels of performance in course work based on the following scale: A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 - 69, F = 59 and below . These grades will be assigned based on student performance unless the student withdraws from or fails the class for reasons described below:

**F - Failing.** Indicates student's lack of achievement of the minimum level of competency required to pass the course. **Note: Students who stop attending class and do not formally withdraw from the class (or the college) will receive a grade of F.** See "Withdrawing from a Course" in the Admissions section of the Catalog.

**W - Withdrawal.** Indicates student's withdrawal from a class prior to the midpoint of the quarter published in the Catalog and the Calendar of Events.

**WP - Withdrawal Passing.** Indicates student's withdrawal from a class after the midpoint of the quarter (published in the Catalog and the Calendar of Events) and that the student was passing the course at the time of withdrawal.

**WF - Withdrawal Failing.** Indicates student's withdrawal from a class after the midpoint of the quarter (published in the Catalog and the Calendar of Events) and that the student was failing the course at the time of withdrawal. The **WF** is calculated into the quarterly average as an **F**.

*Revised: September 2003*

*Lamar Bennett*