CIS 152 Syllabus

CIS-152-101-13SP Microcomputer Operating Systems

Course Syllabus

*Last Update 16 August, 2013*

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About This Course

What You’ll Learn

In CIS 109 you learned the fundamentals of computer hardware and software, and that course provided you with a user-level understanding of how computers work. In this course you have the opportunity to increase your understanding and skills to the level needed by a computer repair technician who can pass the CompTIA A+ certification exams. Earning your A+ certification means that you have proven to prospective employers that you understand computer hardware and Windows software.

You’ll have the opportunity to work extensively with computer hardware and Windows software that you are likely to encounter on the job. You’ll learn how to install and configure several different operating systems, create dual-boot PCs, assemble a PC, and upgrade a PC’s hardware. You’ll also become very familiar with a new technology that is changing the computer industry: computer virtualization.

In broad terms, then, the goals of this course are

1. To provide an understanding of computer operating system software.
2. To provide an understanding of computer hardware.
3. To provide the opportunity to acquire skills in installing and maintaining operating system software.
4. To provide the opportunity to acquire skills in installing and maintaining computer hardware.
5. To provide competencies needed for basic professional certification.

The official catalog course description reads as follows: “An examination of the operation, installation and configuration of PC system software and hardware. Students will have considerable hands-on experience using, installing, supporting, and maintaining various system software and PC hardware. Areas of study will include DOS and Windows XX operating systems. 3 credit hours.”

By the time this course ends, you will be able to

1. Install operating systems on a PC.
2. Install hardware and software applications using several different operating systems.
3. Use an operating system to manage the resources of a PC.
4. Use an operating system to secure access to a PC.
5. Demonstrate the steps necessary to build and configure a PC.
6. Store, retrieve, evaluate, and synthesize information using technology tools.
7. Obtain Comp-TIA A+ professional certification.

The Books We’ll Use

Book 1 of 2

by Jean Andrews
ISBN 10: 1133135080
Publisher: Course Technology, 2012
CIS 152 Syllabus

Book 2 of 2

Testout PC Pro 220-801 and 220-802 Activation Code
Publisher: TestOut

Things You Need To Know

When and Where

Location: Chesapeake College Wye Mills Campus Room T-121

Lecture: Mon/Wed 2:30 AM - 3:15 PM

Lab: Mon/Wed 3:30 PM - 4:20 PM

Class will begin on time and end at the scheduled time. At my discretion, anyone arriving too late won’t be admitted.

How to Contact Me

My Name: Raymond A. Diedrichs
Call me Ray or Mr. Diedrichs, whichever you are most comfortable with.

My Office: T-109 (but I’m almost always in T-121 during office hours)

My Phone: 410-822-5400 ext 2380 (leave a voicemail message)

My e-mail: rdiedrichs@chesapeake.edu
Always start your email subject with CIS-245 That lets me know that it is class-related.

My Office Hours: Mon and Wed 12:00 PM to 2:30 PM
Tue 2:00 PM to 2:30 PM

I am almost always in Tech-121 during office hours. Feel free stop by to discuss coursework, a concern you might have, or anything else that I could be able to help with.

If you have a question or comment about the course, an easy way to communicate with me is to use the Canvas email system called “Conversations”. Click on the inbox (it’s in the upper right hand corner of the Canvas window) to send a message to me (or to any or all classmates, for that matter). I’ll check Conversations daily and should be able to provide an answer within 24 hours (except on weekends).

Of course you can also send an email to my Chesapeake College email address or talk to me face to face during office hours. If all else fails, you can leave a voicemail on my office phone, but I am very rarely in my office.

Teaching Methods I’ll Use

- Classroom lectures, demonstrations, and discussions.
- Hands-on lab assignments.
- Web-based assignments.
What the Course Will Cover
See the Week By Week Plan section of this document.

How I’ll Grade Your Work
This course is graded using a points system. You earn points for work when I post the grade for that work. Over the course of the semester, your grade will rise from 0 to some final value. You can earn a maximum of 4194 points (although this total will change if I make adjustments during the semester).

TestOut PC Pro [1272 points]
- I will assign PC Pro sections in Canvas and will use Canvas to indicate their due dates.
- I have aligned the PC Pro sections with the equivalent chapters in your textbook, but by the end of the course you will have completed all PC Pro sections. See the Week By Week Plan for when the sections are assigned.
- You can do your PC Pro work using an Internet connection and a Web browser in class or out of class.
- You will not need to submit any PC Pro work in Canvas; I will enter your PC Pro scores into Canvas.
- PC Pro work can be completed late but will incur a professionalism penalty.
- PC Pro work not completed receives a grade of zero.

Labs [1000 points]
- I will assign labs in Canvas and will use Canvas to indicate their due dates.
- You'll submit your completed lab work using Canvas. Most labs will be graded using rubrics that are accessed from Canvas.
- Labs can be submitted late but will incur both a professionalism and late work penalty:
  - Labs submitted 7 or fewer days after the due date but before the deadline can (at my discretion) earn at most 75% of the original points.
  - Labs submitted 8 or more days late after the due date but before the deadline can (at my discretion) earn at most 50% of the original points.
  - The late lab submission deadline for the first half of the semester is 11:59 PM on the day before the midterm exam.
  - The late lab submission deadline for the second half of the semester is 11:59 PM Friday, 6 December.
- Labs not submitted or submitted after the late work submission deadline earns a grade of zero.

Exams [1500 points]
- You will have a midterm exam and a comprehensive final exam
- The midterm exam will be a Canvas-based exam.
- The comprehensive final exam will be a proctored PC Pro Certification exam that you will take in class on the scheduled day of the final.
- You must be present at the scheduled start of exams so that you can hear any instructions I need to give; at my discretion, a tardy student will not be permitted to take the test and will earn a test grade of zero.
- There won’t be any makeup exams for this course, so if you can't take them at the scheduled day and time, you must inform me beforehand by email or telephone, and we will make some arrangement.
- If you don’t take the exams at the scheduled time, then you will earn an in-class exam grade of zero.

Professionalism [422 points]
You earn up to 14 points per class for demonstrating your professionalism as a college student by:
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- Attending class and showing up on time.
- Explaining by email or phone message when an absence is unavoidable.
- Reading and studying new material to be covered in class **before** the class meets.
- Fully participating in class discussions, group work, and other activities.
- Taking responsibility for announcements and material for every class.
- Following instructions.
- Asking me for help in a timely manner.
- Turning in assignments on time.

I will post your earned professionalism points monthly.

It is a simple fact that success in this class depends upon your regular attendance; it is in your best interest to attend every class. If you must miss a class, you are still responsible for the completion of all assigned work.

The best thing to do if you cannot come to class is to notify me of your absence by Canvas “conversation” (i.e., course email) or regular email (rdiedrichs@chesapeake.edu). Always start your email subject line with “CIS 152”, as that lets me know that it is class-related. If you can’t contact me by email, then you notify me at **410-822-5400 ext 2380** by leaving a message.

If I decide that you have behaved in an unprofessional manner in class, I will ask you to leave. You will then need to meet with me during office hours to discuss what needs to change in order for you to resume attending class.

**How I Will Determine Your Letter Grade**

Your letter final grade for the course will be determined as follows:

- A = 90% to 100%
- B = 80% to 89%
- C = 70% to 79%
- D = 60% to 69%
- F = 0% to 59%

These grades are based on rounding using the “5 or higher” rounding rule. For example, a grade of 74.5 is rounded up to 75, but a grade of 74.4 is rounded down to 74.

**Your Workload**

I expect you to do a minimum of two hours of work outside of class for every hour of lecture in class. Some assignments may require more time.

Put another way, much of the real learning takes place on your own outside of class, so be sure that you put in the time that this learning takes.

**Other Materials You Will Need**

You’ll find a USB-based portable hard drive useful if you want to work on virtual machine-based assignments out of class.
E-Mail

Skipjack E-Mail

Your official Chesapeake College email account is your Skipjack email account. Your e-mail address is yourfirstnameyourlastname@skipjack.chesapeake.edu

You can access it from the Chesapeake College MyCampus Webpage. The College will communicate with you using this email address, so check it frequently. When you send email to me, always start the subject line with “CIS-152” so that I know it is class-related (those emails get my immediate attention).

My email address is rdiedrichs@chesapeake.edu

Course E-Mail

If you have a question or comment about the course, an easy way to communicate with me is to use the Canvas email system called “Conversations”. Click on the inbox (it’s in the upper right hand corner of the Canvas window) to send a message to me (or to any or all classmates, for that matter). I’ll check Conversations daily and should be able to provide an answer within 24 hours (except on weekends).

The Fine Print

Academic Dishonesty

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in the course; and/or expulsion from the College. Be guided by the Student Honor Code:

Students of Chesapeake College agree to demonstrate academic and personal integrity.

• Chesapeake College students are persons of integrity: they stand for that which is right. They tell the truth and ensure that the full necessary truth is known. They do not lie.*
• They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat.*
• They respect the material and intellectual property of others and ensure that others are able to benefit from the use of their own property. They do not steal.*

Therefore, each student at Chesapeake College pledges to:

• Submit assignments that reflect his/her own thoughts and work.
• Cite and properly acknowledge the thoughts and work of others.
• Complete all test and other in class assignments using his/her own thoughts.
• Reject the use of materials acquired illegally.
• Respect the rights and property of others.

Those found to be in violation of this code agree to disciplinary sanctions and appeal processes outlined within the Chesapeake College Student Code of Conduct.

(* Adapted from the U.S. Naval Academy Code of Honor)
Doing College-Level Work

- This is a college-level class, and your work should always be your best effort.
- When preparing assignments, merely quoting what is written in your textbook is not sufficient to earn full points. Instead, restate information in your own words.
- Avoid spelling and grammar errors.
- Proof-read what you write before you turn it in to ensure that it says what you mean to say. Remember, *clear writing is a sign of clear thinking*: if you understand something, then you can write about it with clarity.
- Don’t neglect to use the Academic Support Center (L105, Learning Resource Center) if you feel that you need assistance with your study habits and writing.
- Also remember that struggling with the material is a sign that learning is taking place. Working through the struggle is the means by which you learn, so don’t avoid it -- welcome it.
- We all will also conduct ourselves with civility, courtesy, and respect in the classroom.

Use of Computers and Cell Phones

- It is unprofessional to use the computer for any purpose while I am lecturing unless I invite you to do so.
- You should turn off your cell phone and put it out of sight before entering the classroom. It is unprofessional to use a cell phone for voice or text while I am lecturing.
- If you are expecting a call that cannot wait until after class, please put your phone on vibrate and step outside the classroom to answer it.

Need for Assistance

- If you find that working through course materials on your own isn’t leading to mastery of the material, you can get assistance on networking topics from me during office hours and tutoring on student skills (study habits, note taking, etc.) from the Academic Support Center.
- If you have a physical or learning disability that will make it difficult for you to do the course work or that will require academic accommodations to be provided, please see Judy Gordon (410-827-5805, jgordon@chesapeake.edu) as soon as possible.
- If you are a first generation college-attendee or come from a low income family, consider contacting Academic Support Services (L105, Learning Resource Center). They may be able to give you additional assistance and access to additional technology.

Academic Instruction Emergency Management Plan

In the event that Chesapeake College needs to close for an extended period of time due to a flu pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

Closure during the semester for up to one week – there will be an opportunity to make up work missed without significant alteration to the semester calendar.

Closure extending beyond one week (or in situations where classes are cancelled on the same days/evenings over multiple weeks) – the College may extend the length of the semester. Depending on the timing of the closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted.

Students can acquire information about closures on the College website or by calling 410-822-5400 or 410-228-4360. Chesapeake College courses held at off campus sites will follow the protocol of the host facility
The Week By Week Plan

I’ll try to stick to this schedule, but I may need to change it

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<td>W1</td>
<td>D1</td>
<td>Mon 26-Aug</td>
<td>Intro to course; intro to VMware Player</td>
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<td></td>
<td>D2</td>
<td>Wed 28-Aug</td>
<td>Introduction to operating systems</td>
<td>Ch. 3 Introducing Windows Operating Systems</td>
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<tr>
<td>W2</td>
<td>Mon 2-Sep</td>
<td>no class (College Holiday - Labor Day)</td>
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<td></td>
<td>D3</td>
<td>Wed 4-Sep</td>
<td>Installing Windows</td>
<td>Ch. 7 Installing Windows</td>
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<td>W3</td>
<td>D4</td>
<td>Mon 9-Sep</td>
<td>Installing Windows; Dual-boot PCs</td>
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<td></td>
<td>D5</td>
<td>Wed 11-Sep</td>
<td>Windows Management And Support</td>
<td>Ch. 10 Maintaining Windows</td>
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<td>W4</td>
<td>D6</td>
<td>Mon 16-Sep</td>
<td>Windows Management And Support; BF1</td>
<td>Ch 11 Optimizing Windows</td>
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<td></td>
<td>D7</td>
<td>Wed 18-Sep</td>
<td>Windows Management And Support</td>
<td>Ch. 12 Troubleshooting Windows and Applications</td>
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<td>W5</td>
<td>D8</td>
<td>Mon 23-Sep</td>
<td>Windows Management And Support; BF2</td>
<td>Ch. 14 Troubleshooting Windows Startup Problems</td>
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<td>D9</td>
<td>Wed 25-Sep</td>
<td>Windows Management And Support</td>
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<td>W6</td>
<td>D10</td>
<td>Mon 30-Sep</td>
<td>Introduction to PC Hardware</td>
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<td>D11</td>
<td>Wed 2-Oct</td>
<td>PC Hardware - Motherboards</td>
<td>Ch. 4 All About Motherboards</td>
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<td>W7</td>
<td>D12</td>
<td>Mon 7-Oct</td>
<td>PC Hardware - Processors</td>
<td>Ch. 5 Supporting Processors and Upgrading Memory</td>
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<td>D13</td>
<td>Wed 9-Oct</td>
<td>PC Hardware - Memory</td>
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<tr>
<td>W8</td>
<td>D14</td>
<td>Mon 14-Oct</td>
<td>Midterm Exam on Day 1 through Day 12</td>
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<td>D15</td>
<td>Wed 16-Oct</td>
<td>PC Hardware - Hard drives</td>
<td>Ch. 6 Supporting Hard Drives</td>
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<tr>
<td>W9</td>
<td>D16</td>
<td>Mon 21-Oct</td>
<td>PC Hardware - Disk partitioning</td>
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<td>D17</td>
<td>Wed 23-Oct</td>
<td>PC Hardware - File Systems</td>
<td>Ch. 8 Supporting I/O and Storage Devices</td>
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<td>W10</td>
<td>D18</td>
<td>Mon 28-Oct</td>
<td>Form factors, power supplies, working inside a computer</td>
<td>Ch. 1 First Look at Computer Parts and Tools</td>
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<td>D19</td>
<td>Wed 30-Oct</td>
<td>PC maintenance/troubleshooting Project: disassemble a PC</td>
<td>Ch. 2 Working Inside A Computer</td>
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<tr>
<td>W11</td>
<td>D20</td>
<td>Mon 4-Nov</td>
<td>Project: assemble a PC</td>
<td>Ch. 13 PC Troubleshooting Hardware Problems</td>
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<td>D21</td>
<td>Wed 6-Nov</td>
<td>Networking</td>
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<tr>
<td>W12</td>
<td>D22</td>
<td>Mon 11-Nov</td>
<td>Networking</td>
<td>Ch. 16 Networking Types, Devices, and Cabling</td>
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<tr>
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<td>D23</td>
<td>Wed 13-Nov</td>
<td>Networking</td>
<td>Ch. 17 Windows Resources on a Network</td>
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<tr>
<td>W13</td>
<td>D24</td>
<td>Mon 18-Nov</td>
<td>Security</td>
<td>Ch. 18 Security Strategies</td>
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<td>W25</td>
<td>Wed 20-Nov</td>
<td>Security</td>
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<td>W14</td>
<td>Mon 25-Nov</td>
<td>Mobile Devices</td>
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<td></td>
<td>D26</td>
<td>Mon 25-Nov</td>
<td>Ch. 20 Mobile Devices and Client-side Virtualization</td>
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<td>D27</td>
<td>Mon 2-Dec</td>
<td>Notebooks</td>
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<td>D28</td>
<td>Wed 4-Dec</td>
<td>Ch. 19 Supporting Notebooks</td>
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<td>Final</td>
<td>Wed 11-Dec</td>
<td>Printers</td>
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<td>Ch. 21 Supporting Printers</td>
<td>2:00 PM - 4:00 PM</td>
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<td>Comprehensive Final Test</td>
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*Thanksgiving Break 27-Nov to 1-Dec*