



# MICROCOMPUTER OPERATING SYSTEMS

## Course Syllabus

Revised 11/28/11

<b>C</b>	<b>-</b>	<b>L</b>	<b>-</b>	<b>CR</b>
<b>3</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>3.0</b>

**COURSE NUMBER:** CPT 176

**PREREQUISITE(S):** CPT 114 with a grade of "C" or better.

**CO-REQUISITE(S):** NONE

**COURSE DESCRIPTIONS** This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.

**TEXTBOOK(S):** Andrews, Jean. A+ Guide to Software: Managing, Maintaining, and Troubleshooting, 5th Edition. Cengage Learning/Course Technology, Cambridge, MA, 2010.  
ISBN: **978-1-4354-8737-6**

Andrews, Jean. A+ Guide to Software: Managing, Maintaining, and Troubleshooting, 5th Edition Lab Manual. Cengage Learning/Course Technology, Cambridge, MA, 2010.  
ISBN: **978-1-4354-8735-2**

**REFERENCE(S):** NONE

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:** Three-ring binder notebook or folder  
USB/Flash drive

**METHOD OF INSTRUCTION:** Lecture / Lab Exercises / Chapter Quizzes

**GRADING SYSTEM:**

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below 60			=	F

**GRADE CALCULATION METHOD:**

Tests	=	45%
Quizzes	=	15%
Research Paper	=	10%
Homework	=	10%
Lab Manual	=	10%
Final Exam	=	10%
	=	<u>100%</u>

## **ATTENDANCE POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make up of activities and assignments.

## **ACADEMIC CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this

and other conduct codes, please refer to the Student Handbook.

**CELLULAR PHONES AND PAGERS/BEEPERS:** Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB  
PROCEDURES:**

**No makeup tests will be given, except in extenuating circumstances as determined by the instructor.** If the student notifies the Instructor in advance, arrangements may be made to take a test early. The lowest test grade will not be dropped.

This course will consist largely of lab exercises with limited lecture time. Therefore, attendance is critically important and highly encouraged. It is the student’s responsibility to read the required text and seek assistance from the instructor if needed.

Labs assigned in the class Lab Manual will be completed during lab class periods according to the Tentative Daily Schedule. Many of these labs cannot (or should not) be completed at home. The manuals will be checked and graded at the end of each lab class period. Due to the nature of these labs, students are encouraged to be present for all labs. The instructor is **NOT** required to allow students to make up these labs. **It is the student’s responsibility to be sure that their lab manual has been regularly checked by the instructor.**

**No homework will be accepted late.** All homework is to be turned in when due as stated on the Tentative Daily Schedule. If a student is absent on the due date, it is their responsibility to notify the instructor on that day either by phone or email. If the student follows this procedure, the homework may be accepted on the following class day **ONLY**. *If the student fails to notify the instructor on the due date, the homework will not be accepted.*

There will be a quiz covering each of the textbook chapters and one covering DOS commands. The lowest two quiz grades will be dropped and the remaining quiz grades will be averaged. That average will represent 15% of the student’s final grade.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

**Program Department Chair:**

Marcia Schenck  
592-4839  
[schenckm@sccsc.edu](mailto:schenckm@sccsc.edu)

**Inclement Weather Schedule:**

- Check SCC Website: [www.sccsc.edu](http://www.sccsc.edu)
- Tune to local T.V. Station: **Channel 7 (CBS)**
- Tune to an **FM/AM local radio station**

**COURSE  
COMPETENCIES &  
OBJECTIVES:**

**Upon satisfactory completion of this course, the student will be able to:**

- I. Gain a thorough understanding of operating systems
  - a. Become aware of the OS tools used to explore the various components of a computer system
  - b. Compare a variety of operating systems
- II. Understand, Install and Maintain Windows XP/Vista
  - a. Describe the Windows XP architecture
  - b. Plan the installation of Windows XP/Vista
  - c. Install Windows XP/Vista
  - d. Become familiar with tools used to manage hardware and software, including legacy applications
- III. Manage and Troubleshoot Windows XP/Vista
  - a. Understand the XP/Vista boot process
  - b. Discern startup problems using XP/Vista troubleshooting tools
  - c. Create and manage user accounts and data
  - d. Use DOS commands and create/execute batch files
- IV. Know Your Networks
  - a. Know the difference between LAN and WAN
  - b. Be able to set up a simple LAN and share resources
  - c. Become familiar with wireless networking
  - d. Secure your PC and LAN
- V. The Professional PC Technician
  - a. Gain an understanding the A+ Exams criteria
  - b. Understand the duties of a good PC Technician
  - c. Be able to provide good customer service