



CIS 122

Microcomputer Installation and Maintenance

Instructor: Rebecca L. Byrd
Course Reference #: 10750
Classroom: 158
Office: 169
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Office Hours for Student Assistance/Advisement:

Monday & Wednesday 12:30 – 1:45 PM
Tuesday & Thursday 10:00 – 11:00 & 3:30 – 5:20
Other times scheduled by Appointment only

Course Description:

This course provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components and their functions, safety, installing internal components, optional devices and peripherals, troubleshooting techniques, resolving minor system problems, and preventive maintenance.

	Hours	Credits
Lecture	3	7
Lab	7	
Weekly Contact	<u>10</u>	

Books and Supplies Required: ISBN 0-619-21324-8, A+ Guide to Managing and Maintaining Your PC, Fifth Edition, Course Technologies Publishing, Jean Andrews author.

220419, Microcomputer Toolkit. (Both items are available in the Augusta Technical College book store).

Additional Supplies needed: 2" - 3 ring binder, 10 floppy disks, highlighter, pencils #2 lead, ink pen, 1 ream of printer paper.

Competency Areas:

1. Identifying components & their functions
2. Safety
3. Installation procedures
4. Troubleshooting techniques
5. Preventive maintenance

Safety

PC and network security, lab safety and personal safety will be discussed on day one. If you miss this portion of the orientation you will not be allowed to use lab equipment until you have received this training. You can contact me to schedule to receive this training you must have this training prior to using lab equipment. You will be given lab guideline and usage agreement to sign all students must have a signed copy on file in the lab and a copy for your personal records.

We will use Black Board and other web based applications in conjunction with this course on the job you will be expected to be knowledgeable in all areas of technology related to computers and users support.

Grading Procedures:

Letter Grade	Numerical Grade Range	Ethics Grade Ranges
A	90 - 100	0-3
B	80 - 89	See
C	70- 79	Hand
D	60- 69	Out

7 Tests + Bucket Brigade	25%
Lab/project manual & quizzes	25%
Hands on final	50% - Hardware and software installation use utilities to Perform CMOS recovery and registry recovery.
Extra Opportunities	Attendance 0 (zero) days missed 5 points, 1 day missed 3 points.
Late assignments	Are assessed 50% reduction
Ethics Grade	0 – 3 see the hand out.

Attendance:

Please remember to sign out at the end of the class period and reboot your PC so the next class comes in and has a clean fresh setup. Remember that we have mandated attendance rules that must be followed no exceptions to policy. If you exceed the number of absences then you will be counseled and administrative actions will be followed. Reference pages 46 and 47 of the Student Handbook located on the Augusta Technical College homepage the link is listed here. <http://www.augustatech.edu/academic/studenthandbook.pdf>. Three tardies equals one absence. Five days or more than 10% of course(s) missed during a quarter, the student is subject to being suspended from the course(s) involved. Attendance is recorded in the instructor's spreadsheet & grade book. It is recommended that you read and be familiar with the attendance policy and other policies such as dress code and parking in the student handbook. Make use of the link above and the search features of the document.

Disabilities and Counseling Policy: If there is a student in this class who needs testing or classroom accommodations due to a disability, please bring your counseling form(s) to the instructor's office to discuss any testing or accommodation needs. Augusta Technical College has ADA coordinator/disability counselor services available to all students. Please contact the counseling and testing center, which is located on the second floor in the 1300 Building, at (706) 771-4067 or 4068 for additional details.

Guarantee:

The Georgia Department of Technical and Adult Education have developed curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications for each program of study and allow Augusta Tech to offer its business partners this guarantee:

“If one of our graduates, who were educated under a standard program and his or her employer, agree that the employee is deficient in one or more competencies as defined in the standards, Augusta Tech will retrain that employee at no instructional cost to employee or employer.”

This guarantee applies to any graduates who are employed in their fields of training. It is in effect for a period of two years after graduation. To inquire or to file a claim under this warranty, please contact the Vice President of Instructional Services.

Ethics:

In Addition to a course grade you will receive a work ethics grade. The areas of evaluation are attendance, productivity, teamwork, character, leadership, organization, communication, respect, self-esteem and appearance. An ethics evaluation is attached to the syllabi.

0= unacceptable

1=needs improvement

2= meets expectations

3= exceeds expectations – this grade requires you to be exemplary.

Tutoring:

The tutoring center does not provide assistance in CIS, PGT or Engineering Technology courses. Assistance maybe arranged by contacting your advisor, the instructor and/or dean. Do not postpone seeking assistance if you need it.

Certification by Students: *(not all courses have an associated certification)*

It is the policy of certain instructors to reward the initiative of successfully earning the certification that matches the course (i.e. CIS122 = A+ hardware **and/or** software certification). If you certify between the start of the course and before the date of the final exam you will receive a 100% as the score for the final exam; **however, you must have completed all the module/chapter exams and assignments with an average of 70% or higher, failure to comply with this plan renders you ineligible for this offer.** Certification is only a part of the goal. We cover more information and activities in the class than what is covered on the certification. Remember the real objective is to graduate with skills to perform the job, get the job and stay employed.