



CIS 173

## PC Operating System Concepts

**Instructor:** Rebecca L. Byrd

**Course Reference #:** 10789

**Classroom:** 158

**Class Schedule** Tuesday & Thursday 5:30 – 9:30 PM

**Office:** 169

**Phone:** (706) 437-6819 or 6801 (message)

**Email:** [rbyrd@augustatech.edu](mailto:rbyrd@augustatech.edu)

### 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:

Introduces the fundamental concepts and operations necessary for computer users in a business environment and lays the foundation for the basic understanding of applications for troubleshooting and performing desktop support as it relates to microcomputers and microcomputer support. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the windows environment, introduction the networking, introduction to word processing, introduction to spreadsheets, and introduction to databases and presentation design. We will be utilizing web based technologies in conjunction with lecture and labs to enhance the students experience and prepare them to support user applications and web applications on their future jobs.

### Prerequisites: SCT-100, CIS-106

	Hours	Credits 6
Lecture	3	
Lab	5	
Weekly Contact	<u>8</u>	

### Books and Supplies Required: Books and Supplies Required:

A+ Guide to Software 3<sup>RD</sup> Edition, ISBN:1-4188-3560-9. Jean Andrews – Author, Course Technology - Publishers.

(Available in the Augusta Technical College bookstore)

**Additional Supplies needed:** Four- 3.5” Diskettes (1.44mb) are needed for maintaining projects. Highlighters, pencils & printer paper (1 ream).

**Competency Areas:**

1.	Operating System Fundamentals	4.	Networks
2.	Installation, Configuration and Upgrading	5	Operating System Utilization
3.	Diagnosing and Troubleshooting		

**Grading Procedures:**

Letter Grade	Numerical Grade Range
A	90 - 100
B	80 - 89
C	70- 79
D	60- 69

Average of Chapter Tests	25%
Quizzes and Projects –Avg.	25%
Final Exam (Hands-on)	50%
Extra Opportunities	Attendance zero missed days 5 points, 1 missed day 3 points.
Final Grade Computation	= (TA*.25) +(Q&P *.25)+(FE *.50)

**Safety and Lab Usage:**

PC and network security, lab safety & usage guidelines 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. We will cover and sign the lab agreement in duplicate a copy will be maintained in the lab and the student will maintain a personal copy. You can contact me to schedule to receive this training if you missed day one of the quarter you must have this training prior to using lab equipment.

**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. **If you forget to sign out, you were not in class.** 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 counceled 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 grade book. It is recommended that read and be familiar with the attendance policy and other policies 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:**

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.