

Computer Technology Department
Business/Public Service Division
GREENVILLE TECHNICAL COLLEGE

COURSE SYLLABUS

Course Title: Computer Systems Management

Course Number: CPT 209

Lecture hours per week: 3.0 **Semester credit hours:** 3.0

Prerequisite: Placement into MAT 101 or higher

Catalog course description: This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.

Purpose of the course: Identify the most common personal computer hardware devices, define what they do, how they operate, how they are installed and configured, how their performance is measured, and how they interact with the operating system software to provide an effective and powerful computer system.

Required text(s) or other materials:

1. A+ Guide to Managing and Maintaining Your PC, Seventh Edition, Comprehensive; Jean Andrews, Ph.D.; Course Technology; ISBN-13: 9781435497788
2. PC Toolkit
3. NOTE: Students in traditional classes must access Blackboard for course-related information. Students in hybrid and online classes will access their online content through Blackboard.

COLLEGE-WIDE STUDENT LEARNING OUTCOMES

1. Communication – Students will demonstrate the ability to use active reading and listening skills and to produce effective written and oral communication for varying audiences.
2. Information Technology and Technological Literacy – Students will demonstrate competency in using computer technology within a field of study.
3. Critical Thinking/Reasoning – Students will demonstrate the ability to apply the scientific method, mathematical processes, and research skills to analyze and solve problems/issues by using reflection and reasoning to justify conclusions.
4. Professional and Personal Responsibility – Students will demonstrate the ability to exhibit conduct, attitudes, and etiquette appropriate to the student's community and chosen career. Students will demonstrate the ability to manage time, to use effective interpersonal skills, and to display responsible behavior.
5. Diversity – Students will demonstrate the ability to recognize diversity and to demonstrate respectful conduct and attitudes toward all. Students will demonstrate the ability to explain how global issues impact life, work, and opportunities.

Approved March 26, 2009

COMPUTER TECHNOLOGY - PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Install computer and network hardware.
2. Install computer operating systems and application software.
3. Design, create and test computer programming solutions.
4. Demonstrate the ability to take initiative, assume responsibility, and work under pressure with minimum supervision by successfully completing "hands-on" computer assignments.
5. Analyze, troubleshoot, and correct computer related technical problems.

Revised August 2012

CPT 209 COURSE OUTCOMES

Upon completion of the course, the student will be able to successfully complete 70% of the following tasks:

1. Define terms associated with microcomputer systems.
2. Identify microcomputer and peripheral components.
3. Describe the operation of microcomputers and peripherals.
4. Demonstrate removing, installing, and configuring microcomputer components and peripherals.
5. Describe troubleshooting and maintaining microcomputer systems.

The outcomes of the CPT 209 course are intended to meet the Computer Technology program level student learning outcomes.

CPT 209 – MAIN TOPICS

Please refer the Syllabus Attachment 1 to review the Tentative Course Schedule. The schedule outlines the chapters that will be reviewed, when tests will be given and when assignment and labs will be due.

Personal Computer Hardware (Chapter 1)

Personal Computer Form Factors, Power Supplies, and the Inside of a Computer (Chapter 4)

Motherboards (Chapter 5)

Processors (Chapter 6)

Memory (Chapter 7)

Magnetic Disk Drives (Chapter 8)

Input/Output Devices (Chapter 9)

Multimedia Devices and Mass Storage (Chapter 10)

Notebook Computer Support (Chapter 21)

Printer Support (Chapter 22)

CPT 209 – COURSE SPECIFIC INFORMATION

SPECIAL NOTE FOR ONLINE STUDENTS: Online students will be REQUIRED to come to the Barton Campus to complete hands-on labs. The number of required on-campus meetings will vary from class to class. Students should plan on at least 3 to 4 meetings. Online students will be required to complete the labs to satisfactorily complete the course. Also, the final examination for online students will be administered on the Barton Campus. The final examination will be scheduled at a time determined by the administration.

PC Tool Kit needed

CPT 209 – EVALUATION AND GRADING INFORMATION

Grades will be calculated as follows:

Assignments	10 percent
Laboratories	10 percent
Tests	60 percent
Final Exam	20 percent (65% written test and 35% hands-on lab test)

NOTE: ALL GRADED TESTS AND EXAMS ARE RETAINED BY THE INSTRUCTOR.

Final letter grades will be issued as follows:	A	=	90 - 100
	B	=	80 - 89
	C	=	70 - 79
	D	=	60 - 69
	F	=	0 - 59

READ THIS SYLLABUS CAREFULLY

You should read this syllabus carefully and ask your instructor about *any* aspects that you do not understand. The syllabus is an agreement between you and your instructor concerning course objectives, course content, grading, and other policies and procedures particular to this course. The above information is specific to the course. Three additional documents are provided as attachments and *are considered a part of this syllabus*:

Attachment 1:

Each instructor will provide a supplement to this syllabus. The supplement will include: a week-by-week plan of instruction based on the section in which you are enrolled; your instructor's name, office hours and/or office location; and your instructor's contact information and recommended best methods to contact your instructor.

Attachment 2:

The Department responsible for developing and teaching has policies and procedures in place to assure quality instruction for all students. These are attached as "Departmental Policies and Procedures."

Attachment 3:

Please note that it is your responsibility to read the current Student Handbook included in Greenville Technical College's Catalog. (See website.) The Student Handbook addresses specific academic and student conduct policies and procedures. Excerpts from the Student Handbook representing the policies and procedures most often referred to in working with students are provided for your convenience as "Attachment 3."

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Date 6 Aug 12

This syllabus will remain in effect until revised or reviewed no later than August 2013.