Computer Technology Department
Business and Technology Division
GREENVILLE TECHNICAL COLLEGE

COURSE SYLLABUS

Course Title: Computer Systems Management
Course Number: CPT 209

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 following information is specific to the course. Three additional documents are provided as attachments and *are considered a part of this syllabus*:

Attachment I:

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."

Approved by:

Phillip Cluley, Department Head for Computer Technology
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Approved by: Date: _____

Joel D. Welch, Ph.D., PE
Dean, Technology Division

This syllabus will remain in effect until revised or reviewed no later than August 2016.

COURSE SYLLABUS

Course Title: Computer Systems Management
Course Number: CPT 209

Lecture hours per week: 3.0   **Lab/Clinic Hours:**   **Semester credit hours:** 3.0

Prerequisites: Placement into MAT 101 or higher. Computer Technology students must obtain a minimum grade of "C" in all CPT and IST courses.

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) and other materials:

1. A+ Guide to Managing and Maintaining Your PC, 8th Edition, Comprehensive; Jean Andrews, Ph.D., Course Technology; ISBN 9781133135081.
2. PC Tool Kit
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

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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.

Revised December 31, 2012

COMPUTER TECHNOLOGY PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon successful completion of the Computer Technology Degree students will be able to:

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

Students who successfully complete this course will have demonstrated the skills required to accomplish the following objectives with a minimum competence level of 70 percent.

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 outcome.

CPT 209 – MAIN TOPICS

PLAN OF INSTRUCTION:
  TEXT

CHAPTER	MAJOR TOPICS
Chapter 1	First Look At Computer Parts and Tools
Chapter 2	Working Inside A Computer
Chapter 4	All About Motherboards
Chapter 5	Supporting Processors and Upgrading Memory
Chapter 6	Supporting Hard Drives
Chapter 8	Supporting I/O and Storage Devices
Chapter 13	Troubleshooting Hardware Problems
Chapter 19	Supporting Notebooks
Chapter 21	Supporting Printers

The instructor reserves the right to modify the Plan of Instruction by changing the sequence of text material or testing content.

CPT 209 – COURSE SPECIFIC REQUIREMENTS

SPECIAL NOTE FOR ALL 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.

CPT 209 – EVALUATION AND GRADING INFORMATION

Grades will be calculated as follows:

Assignments	20 percent
Laboratories	20 percent
Tests	40 percent
Final Exam	20 percent (50% written test and 50% hands-on-lab portion)

NOTE: ALL 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