

GRAYSON COLLEGE
Course Syllabus

Course Information

CPMT1345.001 Computer Systems Maintenance, In Classroom

Type of Course/Delivery Mode/Testing Requirements

Face to Face course, Lecture 3 hrs/wk on campus, Lab 3 hr/wk

Testing will be in classroom for Midterm and Final and quizzes will be online

Professor Contact Information

John Dick, email dickj@grayson.edu

Office hours: By Appointment only

Course Pre-requisites, Co-requisites, and/or Other Restrictions: *None*

Course Description

CPMT 1345 Computer Systems Maintenance. A study of the components within a computer system. Development of testing and troubleshooting skills.

Student Learning Outcomes:

Explain the functions of components in a computer system; use computer related test equipment; and use of hardware and software maintenance and troubleshooting tools.

Required Textbooks (ISBN # included) and Materials

Jean Andrews, *CompTIA A+ Core 2 Exam Guide to Operating Systems and Security*

CourseTechnology/Cengage Learning, ISBN-13: 9780357108505

Required Assignments & Academic Calendar

Outline of Topics Covered

Chapter

- 1. Windows Versions and Customer Service**
- 2. Installing Windows**
- 3. Setting Up a Local Network**

4. **Maintaining Windows**
5. **Troubleshooting Windows after Startup**
6. **Troubleshooting Windows Startup Problems**
7. **Securing and Sharing Windows Resources**
8. **Security Strategies and Documentation**
9. **Supporting Mobile Devices**
10. **macOS, Linux, and Scripting**

Methods of Evaluation

Grading

Categories	Percentage
Quizzes	33.3
Labs	33.3
Avg of Midterm & Final	33.4

Grade Scale	90- 100	A
	80 - 89	B
	70 – 79	C
	60 – 69	D
	< 60	F

Students can check grades in CANVAS throughout the semester.

***** More than TWO absences will result in the loss of TWO points from your overall grade for each additional absence *****

***** Lab assignments are due two weeks from the date on which they are issued or with the midterm or final exam, whichever comes first. Lab work not submitted on time will be graded as a ZERO.**

Methods of Instruction

The course will be lecture, videos, discussions and labs with hands on components

Course & Instructor Policies

There will be **no makeup exams** or **no extra credit** or **late work accepted**. Class attendance will be expected. The quizzes that are required for this course may be completed at home or any other place of the students choosing. If a student does not have a computer or internet access they may use the computers in the classroom when the room is not in use or may go to the open lab at CIS106 or the Library. Students will not cheat or copy during the tests or use another page. If caught doing this the student will receive ZERO for the exam.

Class Attendance

Attendance and Participation Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their faculty's instructions. Students taking courses during compressed semester timeframes such as mini-mester, summer sessions, and 8-week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Instructors are required to include in their syllabi the attendance policy for the course(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

Student Conduct & Discipline

Students will be in their seats before the start of class. They will participate in class discussions and ask questions appropriate to the subject matter as needed. Safety is of the utmost importance in the classroom especially when labs are being accomplished. Cell phones will be on silent and may only be answered outside of the classroom.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else

- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
 - Submitting an assignment with a majority of quoted or paraphrased material from other sources
 - Copying images or media and inserting them into a presentation or video without citation,
 - Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
 - Giving incorrect or nonexistent source information or inventing source information
 - Performing a copyrighted piece of music in a public setting without permission
 - Composing music based heavily on someone else's musical composition.
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Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
 - Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
 - Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
 - Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
 - GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
 - GC Counseling Center: (903) 463-8730
 - For Any On-campus Emergencies: 911
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**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

** Grayson College campus-wide student policies may be found at the following URL on the College website:

<https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>

<http://grayson.edu/current-students/index.html>