CRN135 PC Software Fundamentals Syllabus

Course Information

Credits 4
Campus Washburn Institute of Technology
Address 5724 SW Huntoon
City/State/Zip Topeka, Kansas 66604
Office Fax 785-273-7080

Description
PC Software provides a comprehensive overview of the computer operating system and introduction to advanced concepts. Students who complete this course will be able to install and troubleshoot an operating system using system tools and diagnostic software. Practical application will include connecting computers to the Internet and share resources in a networked environment.

Textbooks
none

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
1.0 Operating Systems
1.1 Compare and contrast the features and requirements of various Microsoft Operating Systems.
1.2 Given a scenario, install, and configure the operating system using the most appropriate method.
1.3 Given a scenario, use appropriate command line tools.
1.4 Given a scenario, use appropriate operating system features and tools.
1.5 Given a scenario, use Control Panel utilities (the items are organized by “classic view/large icons” in Windows).
1.6 Setup and configure Windows networking on a client/desktop.
1.7 Perform preventive maintenance procedures using appropriate tools.
1.8 Explain the differences among basic OS security settings.
1.9 Explain the basics of client-side virtualization.
2.0 Security
2.1 Apply and use common prevention methods.
2.2 Compare and contrast common security threats.
2.3 Implement security best practices to secure a workstation.
2.4 Given a scenario, use the appropriate data destruction/disposal method.
2.5 Given a scenario, secure a SOHO wireless network.
2.6 Given a scenario, secure a SOHO wired network.
3.0 Mobile Devices
3.1 Explain the basic features of mobile operating systems.
3.2 Establish basic network connectivity and configure email.
3.3 Compare and contrast methods for securing mobile devices.
3.4 Compare and contrast hardware differences in regards to tablets and laptops.
3.5 Execute and configure mobile device synchronization.

**Guidelines for Success**

**Assessment Plan**
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

**Grading Rationale and Grading Scale**
**Grading Criteria**
90% or above A
80% - 89% B
70% - 79% C
60% - 69% D
Below 60% F

Students must have a cumulative 2.0 (on a scale of 4.0) grade point average (GPA) after the first year's courses in order to return for the second year. Students must have a cumulative 2.0 (on a scale of 4.0) grade point average after the second year in order to graduate.

**Grading Rationale:**
Course evaluation will be based on performance on quizzes, tests, projects, lab assignments, papers, presentations, and weekly performance. Tests and quizzes will be in short answer, true or false, matching or multiple choice form, and will cover material from lectures, reading assignments, textbooks, labs, and projects. Unexcused absences from tests will result in a score of zero for the test. Instructors must be notified in advance if a student will not be present when a test is given.

**Pop Quizzes:** There may be one or more pop quizzes per week. There is no make-up for missed pop quizzes.

**Lab Assignments:** Several labs will be given each week which need to be finished by the specified due date. Late lab procedures will be penalized at a rate of 20% per day. There is no make-up for missed projects. Any disk submitted for grading that contains a virus will receive a
zero for the project. Any damaged disk submitted for grading will also receive a zero for that project. Lab projects will be graded on accuracy, professionalism, style, and completeness.

Course Projects: Course projects must be completed on or before the due date and time. Late course projects will be penalized at a rate of 20% per day. There is no make-up for missed course projects. Any disk submitted for grading that contains a virus will receive a zero for that project. Lab projects will be graded on accuracy, professionalism, style, and completeness.

Final Projects: Each course will contain a final project. Details for the final project will be provided well in advance of the due date. Any disk submitted for grading that contains a virus will receive a zero for the project. Any damaged disk submitted for grading will also receive a zero for that project. Lab projects will be graded on accuracy, professionalism, style, and completeness.

**Attendance**
Attendance is a key part of success in the program and attendance hours cannot be made up. However, there are times when a student will have to be absent. It is their responsibility to notify the instructor of any absences. The hours that you were not in class cannot be replaced. You will miss valuable information shared either by your instructor or with other students. Many times you will miss "one-shot" opportunities for lessons, labs, or quizzes which cannot be made-up. Students are responsible for obtaining the work that can be made-up. As outlined in the student handbook several types of absences are "no-charge". The Director of Student Services will determine whether absences should be treated as such. No-charge absences do not count against your attendance record.

**Dress Code:**
All students will be expected to wear properly fitting apparel suitable to this area of work, often known as "business casual". All dress code policies of Washburn Tech will be followed with the following enhancements for this program: (1) All students will wear slacks while in class. Blue jeans are not appropriate for this program. (2) All shirts must have a collar and will be buttoned and tucked in. (3) Sandals and open shoes are not appropriate.
Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu