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**Computer Technology Division**

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**Course Syllabus for: COMT 11009**

# Computer Assembly & Configuration

**Spring 2013**

**Instructor: Joe Bolen**

<b>Course:</b>	<b>Computer Assembly &amp; Configuration – COMT 11009</b> Spring 2013 / Tuscarawas / Call # 12133 / Section 800 / Room A214
<b>Instructor:</b>	Joe Bolen
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<b>Office Hours:</b>	9:30 – 10:30 AM on Mondays and Wednesdays; 2:35 – 3:30 PM on Mondays and Wednesdays. <b>Other times by appointment.</b>
<b>Class/Lab Time:</b>	Mondays and Wednesdays / 10:45 AM-12:25 PM
<b>Course Objectives:</b>	Lab course covering disk operating system function and features; hardware/software installation procedures; file and directories management; system configuration/optimization; backup procedures.  Upon conclusion of this course, students will be able to: <ul style="list-style-type: none"><li>• Identify all parts of a PC</li><li>• Discuss the functions and interactions of all PC subsystems</li><li>• Identify and troubleshoot common PC hardware problems</li><li>• Select quality PCs and constituent components based on performance and cost</li><li>• Install, replace, and upgrade PC hardware components</li><li>• Install and troubleshoot PC peripherals such as printers and modems</li></ul>
<b>Prerequisite:</b>	COMT 11005 or COMT faculty permission.
<b>Texts Required:</b>	“Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, 4th Edition (Exams 220-801 & 220-802)” by Michael Meyers. ISBN: 13 9780071795913 © 2013

**Supplemental Materials Required:** Two or more USB flash drives with no less than 4GB capacity (one for class use exclusively). Flash drives **shall be clearly labeled with student's name**. Also, two clean CD-Rs for burning utilities **with the project name and your name clearly labeled and in an envelope**.

**Course Requirements:** Students are expected to attend class regularly, be on time, and have all assignments prepared prior to class. You are expected to read materials ahead in order to get the most out of class discussion and lab work. Plan to invest approximately two hours of study and work outside the classroom for every hour spent within the classroom to do well in the course. Participation in classroom discussions may improve your final grade upward by half a letter grade.

**Attendance Policy:** Regular class attendance is necessary to gain the full benefit of the course. Students are expected to attend class regularly and **be on time** for each class. A record will be kept. **An excessive number of absences will be reflected in lowering your final grade.**

**Classroom Policy:**

- Set cell phones and pagers set to vibrate mode. Calls are to be taken in the hallway.
- No smoking, food or drink is permitted in the classroom.
- For teaching purposes, the computer security environment has been lowered. Therefore, students shall not copy from, paste to, interfere or alter other student's or staff's data or computer settings.
- Access to the Internet during class will be for supporting the class's educational purposes. No YouTube, Facebook or games like sites are acceptable during class time!
- Also, see **KSU Policy Register** at <http://www.kent.edu/policyreg/index.cfm>.

**Grading Policy:** No assignments will be accepted more than one week late. **All assignments must be submitted on or before the Tuesday before Exam week.**

Six **announced** online examinations will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled.

Make sure your name and exercise numbers appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive zero points. If your assignment has multiple sheets, sequence them according to the order of the exercise.

Note: Assignments or lab/project's documentation are due at the beginning of class. Hard copy of documentation is normally required. If student is not able to attend class, please have your assignments or lab/project's documentation dropped off at the teacher's mailbox prior to class time. **Do not email assignments to instructor!**

**Course Lab:** Required lab assignments will be assigned in advance. The lab assignments will represent approximately 10% of the total grade. However, **a student can receive a final grade no greater than a D if one fails to submit lab assignments for review that are at less than 75% complete.** Lab assignments are to be used for supplemental and reinforcement of textbook material. Not all labs will be required; however, if you wish to reinforce your learning, do lab projects associated with the textbook assignments. Lab work for extra credit, must be agreed upon with the instructor prior to performing the lab so that the student will know maximum points and due date of the work.

**Exams:** The final grade is represented by approximately 90% from online exams based from textbook materials.

**Grading Scale:**

97 – 100	A+	(Currently, KSU does not allow A+ in system.)
93 – 96	A	
90 – 92	A-	
87 – 89	B+	
83 – 86	B	
80 – 82	B-	
77 – 79	C+	
73 – 76	C	
70 – 72	C-	
67 – 69	D+	
63 – 66	D	
Below 63	F	

**Test Make-up Policy:** Six online examinations will be given. ***No make-up exams will be allowed without prior arrangements being made.*** Make-up exams must be taken when scheduled.

To prepare for examinations, attend lecture and read the chapters. At least 90% of the questions are taken directly from the reading material. Review the end of chapter questions, Chapter Summaries and Key Terms sections at the end of the chapters on which you are being tested. Practice multiple choice questions are available at the textbook's web site for self study.

If you are absent or late, you are responsible for getting the course notes, handouts, and laboratory assignments you missed.

**Students with Disabilities:** University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Robert Brindley, Coordinator, Academic Services, in Room A104 or at 330-339-3391 Ext. 47433.

**Proper Enrollment:** Each student bears responsibility for proper/official enrollment and registration in this class. You are to be properly/officially enrolled and registered before or by the 15th day from which the semester begins. If you are not on the official roster, you will be asked to leave the class.

**Withdraw Date:** January 27, 2013

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#### **NOTICE OF MY COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

Any intellectual property displayed or distributed to students during this course (including but not limited to PowerPoints, notes, quizzes, examinations) by the professor/lecturer/instructor remains the intellectual property of the professor/lecturer/instructor. This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor/lecturer/instructor.

**Tentative Course Calendar:**

The following is a *tentative* schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Week	Date	Chapter To Read	Topic	Test on Chapters
1	1/14/2013	1	The Path of the PC Tech	
	1/16/2013	14	Install/Upgrade Windows	
2	1/21/2013		<b>Martin Luther King, Jr. Day</b>	
	1/23/2013			
3	1/28/2013	2	Operational Procedures	
	1/30/2013	3	The Visible PC	
4	2/4/2013	5	Microprocessors	1, 14, 2 & 3
	2/6/2013			
5	2/11/2013	6	RAM	
	2/13/2013			
6	2/18/2013	7	BIOS and CMOS	5 & 6
	2/20/2013	8	Expansion Bus	
7	2/25/2013	9	Motherboards	
	2/27/2013	10	Power Supplies	
8	3/4/2013			7, 8, 9 & 10
	3/6/2013	11	Hard Drive Technologies	
9	3/11/2013	13	Removable Media	
	3/13/2013	17	Maintaining & Troubleshooting	
10	3/18/2013			
	3/20/2013	18	Input/Output	11, 13 & 17
11	3/25/2013		<b>Spring Break - No Classes</b>	
	3/27/2013			
12	4/1/2013	19	Video	
	4/3/2013	20	Multimedia	
13	4/8/2013	22	Printers	
	4/10/2013			
14	4/15/2013	24	Wireless Networking	
	4/17/2013			18, 19 & 20
15	4/22/2013	26	Securing Computers	
	4/24/2013	27	The Complete PC Tech	
16	4/29/2013		<b>All Assignments Due!</b>	
	5/1/2013			
17	5/6/2013		<b>Final Exam Week, No Class This Week</b>	<b>Final Exam</b>
	5/8/2013		<b>Exam Time: May 8<sup>th</sup>, 10 AM-Noon</b>	<b>22 &amp; 27</b>