Course Description:

This course will introduce students to computer software. The topics covered will include installation, configuration, security, maintenance, administration, and troubleshooting of the operating system and other software. Students will review binary, octal, hexadecimal numbering systems used in computer systems. Industry ethics and career paths will be reviewed.

Prerequisites/ Co-requisites:  Basic Skills- ENG 088, ESL 094, ACR 095, MAT 012/051
CIS 155 (Computer Hardware)

Student Learning Outcomes:

Students will demonstrate the ability to:

- install and configure the operating system
- examine and manipulate desktop, drive, folder, and file level properties
- examine and manipulate the operating system environment using standard diagnostics
- create and modify scripts for automating operational tasks
- recognize and interpret storage and transmission codes
- install and configure desktop computer software
- describe, modify and compare client, server and network software

Required Text & Readings

Author:  Jean Andrews
Publisher:  Thompson Course Technology
ISBN13:  9781435497788

Supplementary Readings:  Handouts may be distributed in class.

Course work will include one 5-minute and one 10-minute presentation based students’ research into computer software topics. Research should include articles from industry periodicals.

Other Resource: Flash drive
Use of Technology (if applicable):

Evaluation & Requirements of Students:

<table>
<thead>
<tr>
<th>Grades: Lab/home work</th>
<th>15%</th>
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<tbody>
<tr>
<td>Midterm</td>
<td>35%</td>
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<tr>
<td>Presentations</td>
<td>10%</td>
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<tr>
<td>Final Exam</td>
<td>40%</td>
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<td>100%</td>
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Outline of Topics:

Week 1: Introducing Operating Systems
Week 2: Installing Operating Systems
Week 3: Maintaining Operating Systems
Week 4: Supporting Operating Systems Users and Their Data
Week 5: Troubleshooting Windows 2000/XP Startup
Week 6: Operating Systems Commands and Startup Disk
Week 7: Supporting Legacy Operating Systems
Week 8: Review and Mid Term Exam
Week 9: PCs on a Network
Week 10: PCs on the Internet
Week 11: Securing Your PC and LAN
Week 12: Notebooks, Tablet PCs, and PDAs
Week 13: Supporting Printers and Scanners
Week 14: How an Operating System Uses System Resources
Week 15: Introducing Linux
Week 16: Review and Final Exam

College Attendance Policy:

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

Academic Adjustments for Students with Disabilities:

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Students with Disabilities. BMCC is committed to providing equal access to all programs and curricula to all students.

BMCC Policy on Plagiarism and Academic Integrity Statement:

Plagiarism is the presentation of someone else’s ideas, words or artistic, scientific, or technical work as one’s own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC’s web site, www.bmcc.cuny.edu. For further information on integrity and behavior, please consult the college bulletin (also available online).