**APPLIED SCIENCE AND MANAGEMENT DIVISION**
**School of Management, Tourism, and Hospitality**
**Fall, 2014**

# COURSE OUTLINE

# ICT 108

# OPERATING SYSTEMS 1

**45 HOURS**
**3 CREDITS**

PREPARED BY: _____ DATE: Sept 22/14
Doug Rutherford, Instructor

APPROVED BY: _____ DATE: Sept. 22. 2014
Margaret Dumkee, Dean

**YUKON COLLEGE**
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Course Outline prepared by Doug Rutherford, July 23, 2014.

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**APPLIED SCIENCE AND MANAGEMENT DIVISION**
**Operating Systems 1**
**3 Credit Course**
**Fall, 2014**

# OPERATING SYSTEMS 1


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| **INSTRUCTOR:** | Doug Rutherford |
| **OFFICE HOURS:** | TBA |
| **OFFICE LOCATION:** | T1052 |
| **TELEPHONE/E-MAIL:** | 867-668-8809 / drutherford@yukoncollege.yk.ca |
| **FAX:** | 867-668-2935 |


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| **COURSE OFFERING DAYS & TIMES:** | Online |

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## COURSE DESCRIPTION

This course will introduce students to the basic concepts of a computer's operating system. The course will spend time on the installation and configuration of several Windows operating systems. You will also be introduced to how to modify as well as optimize your Windows environment.

## LEARNING OUTCOMES:

Upon successful completion of this course students will be able to:

1. use the basic Windows XP, Windows Vista and Windows 7 commands and interfaces that efficiently manage the information they create and store on their computers.

2. use the more advanced features of these systems that customize and optimize their computers plus prevent disasters

3. use problem solving skills that correct some of the more common problems people experience using computers in an enterprise environment

## DELIVERY METHODS:

This course is delivered online as part of the Information and Communications Technology program delivered through BC Campus. It is delivered in an online format comprising a mix of synchronous and asynchronous delivery. This will include online class meetings as well as students covering material at their own time. As this is an on-line course, attendance requires participation in the course, not time in a classroom. However, students must ensure that they complete their required participation in online discussions and other similar assignments.

## FORMAT:

The course is a combination of self-study and online meetings scheduled each week.

## PREREQUISITES:

Acceptance into the Computer Support Technician Program.

## COURSE REQUIREMENTS/EVALUATION:

The final grade for this course will be based on the following:

**Assignments:** There will be 8 assignments, each worth 5% for a total of 40% of your final mark. These assignments will be related to operating systems but may deal with material not covered in the weekly classes. Students are expected to complete and submit assignments on or before stated deadlines. Late assignments will be accepted without penalty only in exceptional circumstances and only where prior arrangements have been made with the instructor. Late labs not pre-arranged with the instructor will not be accepted and a value of zero will be assigned.

**Journal:** 20%
You will be required to maintain a technical journal of your practical exercises during the course. This is to be submitted twice over the course, each submission being worth 10%.

**Final Exam:** 40%
It is to the student's benefit to hand in all course assignments. Very few students are successful in passing a course by relying on getting an excellent mark on the final exam to compensate for missed quizzes and assignments. Due to the amount of material to be covered, no re-tests will be allowed. Writing of the final exam is mandatory.

**Evaluation**
The purpose of the combined components of the course evaluation is to assess the students' abilities in meeting the course learning outcomes. These are based upon the practical nature of the course and are experiential in nature. The letter grade assigned will be determined by the college at which you are registered.

## PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

## ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

## REQUIRED TEXTBOOKS/MATERIALS:

**Text:**
Andrews, Jean. *A+ Guide to Software, Managing, Maintaining and Troubleshooting. 6th Edition* (Boston: Course Technology, 2013). ISBN: 978-1-133-13513-5.

**Computer:**
Students will be required as part of the assignments and journal exercises to make major configuration changes to their computer. It is recommended that students have a second computer that can be used for these purposes. The computer must be of recent make and have either Windows XP, Vista or 7 installed at the operating system. Please note that a Home version of these will not fulfil all the requirements for the course.

**Headphones/Microphone:**
Participation in the class meetings will require students to have a headphone and microphone headset. These can be purchased at most computer supplies stores.

## EQUIVALENCY/TRANSFERABILITY:

Presently, no transfer agreements exist with this course.

## TOPIC OUTLINE

**Unit 1:** Introducing Windows operating systems
**Unit 2:** Installing Windows
**Unit 3:** Maintaining Windows
**Unit 4:** Optimizing Windows
**Unit 5:** Troubleshooting Windows and applications
**Unit 6:** Troubleshooting Windows start-up problems
**Unit 7:** Connecting to and setting up a network
**Unit 8:** Windows resources on a network
**Unit 9:** Security strategies
**Unit 10:** Mobile devices and client-side virtualization