

## **Syllabus**

### **Online IT 125(CRN #45873) Microcomputer Operating Systems**

Instructor: James Hart / hart56@unm.edu

Office Room Number: B 123

Instructor's Campus Phone: 505.925.8720 / Mobile 505.239.3435

Office Hours: MW10:00 AM – 1:00 PM / TTh 11:30 AM – 1:30 PM or ARR  
(ARR can be in person or through ZOOM)

*IT 125: Microcomputer Operating Systems. Introductory concepts in microcomputer operating systems. Acquaints students with practical aspects of microcomputer operating systems including file management systems, utilities, and computer peripherals. Suggested prerequisite: CS 150 with grade of C or better.*

COURSE STUDENT LEARNING OUTCOMES: See Attached

TEXTBOOK: USB Flash Drive

ATTENDANCE POLICY: Students are expected to be on time. If you are running late please call or email. You will be dropped for four unexcused absences.

EMAIL: Be sure to check your contact information in Banner and keep it updated. UNM email as our official form of course communication. When communicating with your instructor always include class name in the subject header.

#### **GRADING POLICY**

Operating Systems	27%
Security	24%
Software Troubleshooting	26%
Operational Procedures	23%
Total	100%

#### **LETTER GRADE DETERMINATION**

A	90+
B	80 – 89
C	70 – 79
D	60 – 69
F	< 60

IT 125 prepares you for CompTIA's A+ Core 2 exam. In order to receive the CompTIA A+ Core 2 certification, independent of this class, you must take CompTIA's certification exam at an approved testing center. Through the UNM Valencia CompTIA's Academy you can receive a discount voucher for the exam at this class's conclusion.

## Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

*Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.*

Academic Dishonesty is defined as:

*"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.*

LIBRARY USAGE: Be sure to always check out the library if you feel you need additional reading materials. They are open for any order suggestions you may have.

## STUDENTS WITH DISABILITIES:

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8560 or [skirtley@unm.edu](mailto:skirtley@unm.edu).

## EQUAL OPPORTUNITY AND NON-DISCRIMINATION

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see:

<https://policy.unm.edu/university-policies/2000/2740.html>.

***Dates for Reference :***

January 31	Enrollment Cancellation for non-payment
February 7	Last Day to Drop for 100% Tuition Refund/Last Day to Drop Without a "W"
February 14	Last Day to Change Grading Options
March 16	Spring Break
April 17	Last Day to Withdraw Without Student Services Permission
May 8	Last Day to Withdraw with Student Services Permission
May 11	Finals Week

**Course Outline (Please note that this course outline is subject to change. If changes occur, you will be notified):**

- I. Common operating system types and their purposes.
- II. Different features of Microsoft Windows versions.
- III. OS installation considerations and upgrade methods.
- IV. Microsoft command line tools.
- V. Microsoft operating system features and tools.
- VI. Microsoft Windows Control Panel utilities
- VII. Application installation and configuration concepts.
- VIII. Features and tools of the Mac OS and Linux client/desktop operating systems.
- IX. Physical security measures.
- X. Logical security concepts.
- XI. Wireless security protocols and authentication methods
- XII. Methods to detect, remove, and prevent malware using appropriate tools and methods.
- XIII. Social engineering, threats, and vulnerabilities
- XIV. Basic Microsoft Windows OS security settings.
- XV. Implementing security best practices to secure a workstation.
- XVI. Methods for securing mobile devices.
- XVII. Appropriate data destruction and disposal methods.
- XVIII. Configuring security on SOHO wireless and wired networks.
- XIX. Troubleshooting and resolving PC security issues.
- XX. Mobile OS and application issues.
- XXI. Best practices associated with types of documentation.
- XXII. Basic disaster prevention and recovery methods.
- XXIII. Common safety procedures.
- XXIV. Addressing prohibited content/ activity, and privacy, licensing, and policy concepts.
- XXV. Proper communication techniques and professionalism.
- XXVI. Basics of scripting.