



HOUSTON COMMUNITY COLLEGE SOUTHWEST

Basic Computer Maintenance CPMT 1091

Date and Time of class: _____

Class CRN: _____

Instructor's Name: _____

School Site: _____

Phone number: _____

**HOUSTON COMMUNITY COLLEGE • SOUTHWEST
COURSE SYLLABUS**

**Basic Computer Maintenance
CPMT 1091**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Introduction to personal computer repair, install a video card, add more memory or troubleshoot your system. This hands on course cover basic computer maintenance.

COURSE OBJECTIVE:

This program is designed to enable participants their knowledge of how a home/office PC operates. An introduction of repair and troubleshoot of the PC. To understand how to add more memory, install a video card and general operations of the PC.

GOALS:

This introduction to basic computer maintenance will teach students the following skill:

- Overall knowledge of how PC operates
- Install a video card
- Add more memory
- Troubleshoot the PC
- Lecture about different software

LEARNING OUTCOMES:

Students will demonstrate mastery of these objectives by successfully completing all hands-on, in-class labs that are specific to each unit goal.

PREREQUISITE:

- None

REQUIRED TEXTBOOK:

None

COURSE REQUIREMENTS AND EXPECTATIONS

This is a **16-hour** instructor guided course. Student will complete hands-on, in-class assignments.

ATTENDANCE:

To fully benefit from the class, students are expected to attend all classes.

REQUIREMENTS FOR COURSE COMPLETION CERTIFICATE:

To receive a Certificate of Completion and be awarded CEUs, students must meet the following requirements:

- Attend at least 80% of scheduled class time
- Complete the course lab demonstrating 80% mastery of course concepts or equivalent skills demonstration to instructor.

OPPORTUNITIES FOR STUDENT-FACULTY INTERACTION:

Students are encouraged to ask questions and request clarification or guidance as needed during class. A question and answer period is always provided.

OPPORTUNITIES FOR CAREER EXPLORATION:

Topics relevant to future employment and career exploration opportunities will be presented to the students, including certification and degree prospects.

OPPORTUNITIES FOR SUPPLEMENTAL INSTRUCTION:

Students are informed of instructional aids and resources, including books, other publications, and web sites relevant to the course.

SPEAKER FORUM:

At the discretion of the instructor, speakers may be invited to address the class on pertinent topics.

CELL PHONES AND PAGERS:

Cell phones and pagers can be disruptive during class. Please turn these devices off or set to mute while in the classroom or student lab.

WITHDRAWAL AND REFUND POLICY:

Please refer to your schedule for withdrawal and refund policy.

DISABILITY SERVICES:

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. The Southwest College Disability Services Office phone number is 713-718-7909.

Course Content

Lecture explaining history of computer.

How the computer operates

Hands on understanding the how the computer functions

Understand software pertaining to operator preference

Install a video card

General Troubleshooting