

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

INTRODUCTION TO PC OPERATING SYSTEMS

ITSC - 1305 - 87

JAN D. ROBERTSON

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

INTRODUCTION TO PC OPERATING SYSTEMS

ITSC 1305 87

Course Description:

Introduces three personal computer operating systems: Windows 10, MS-DOS, and Linux. Includes general theory, file processing and management, memory and storage management, and use of utilities. Semester Hours 3 (2 lec/2 lab). Although there are no catalog prerequisites, I recommend the student have keyboarding ability and be computer literate. (This class does not start with computer fundamentals.)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Notes: All exams may be taken remotely at the student's home, other remote location, or in the CIS lab on the MCC campus. All exams are timed. (Students may use the CIS lab if they do not have the software required for completion of assignments.) Students are required to use their MCC email address for all email communications. Students must log on to Brightspace as of the first day of the semester and read/work through the orientation in the first announcement.

Recommendations: Although there are no catalog prerequisites, I recommend the student have keyboarding ability and be computer literate. (This class does not start with computer fundamentals.) The instructor recommends anyone contemplating taking this course online have a working knowledge of using email, the Internet, and Windows. In addition, the student should be self-disciplined and self-motivated and be able to read and interpret directions easily from Brightspace.

Instructor Information:

Instructor Name: Jan D. Robertson

MCC E-mail: jrobertson@mclennan.edu

Office Phone Number: 254-299-8218

Office Location: Business & Technology building, Room 107

Office/Teacher Conference Hours: Posted next to office door and under Staff Information on Brightspace

Other Instruction Information: B.S. and M.S. degrees

Required Text & Materials:

None

USB drive (at least 6 gigabytes)

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

The CIS department has online and hybrid courses that are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

Students will learn content by reading information assigned on Brightspace and completing assignments based on that information, participating in discussion boards each week, researching topics online, and watching video demonstrations on Brightspace.

Course Objectives and/or Competencies:

- A. Course Objectives: The goal of this course is to teach the student to use PC based operating systems to help that student make efficient use of the IBM PC compatible microcomputer. It is assumed that the student in this class is a BCIS major or someone serious about learning to control the environment of the IBM PC compatible microcomputer
- B. Course Competencies: Upon successful completion of ITSC 1305, the student will be able to do the following:
 - 1. Perform basic and advanced Windows 10 operations, MS-DOS file/directory manipulation commands; Batch files to create tools in MS-DOS; Linux fundamentals.
 - 2. Create and develop batch programs.
 - 3. Perform various tasks with hardware relating to the IBM PC/Compatible computers.
 - 4. Understand the basic functions of the Windows environment.
 - 5. Allocate time to meet scheduled deadlines of lab assignments.
 - 6. Assume responsibility for any additional materials required.
 - a. Collaborate during labs to provide and receive peer assistance with assignments.
 - b. Share ideas in a friendly lab environment.
 - 7. Acquire information from textbooks, from instructor's presentations, collaborative learning with other students, and from hands-on lab assignments; and apply information to performing functions on the microcomputer.

INTRODUCTION TO PC OPERATING SYSTEMS

ITSC 1305 87

- a. Maintain information regarding successful completion of course.
- b. Analyze labs for the correct solution.
- c. Use computer for testing and class assignments.
8. Acquire an understanding of the functions of the operating system of a microcomputer.
9. Acquire information on configurations of systems and hardware and software specifications and how to select technology to apply to a specific task.
10. Learn to troubleshoot computer problems through the use of the operating system.
11. Learn to troubleshoot a computer system through checking basic connections in an existing system.

Foundation Competencies: Upon successful completion of ITSC 1305, the student will be able to do the following:

1. Understand written descriptions of the assignments.
2. Utilize on-line help systems for reference materials.
3. Participate in discussions and collaborate to assist each other with labs.
4. Receive verbal instructions for operating the computer and completing assignments.
5. Evaluate the assigned labs and determine a solution.
6. Select tools appropriate to the task, and identify and correct errors.
7. Interpret and evaluate computer messages and determine the meaning.
8. Complete assignments by due dates.
9. Collaborate during class to provide and receive peer assistance with assignments.
10. Accountable for academic integrity.

Course Outline or Schedule:

Tentative Calendar for ITSC 1305.87 FA 2022—Any changes, if needed, will be posted on Brightspace in an Announcement.
Week 1: Confirmation and Orientation
Week 2: Windows 10
Week 3: Windows 10
Week 4: Windows 10
Week 5: Windows 10 Exam
Week 6: DOS Notes
Week 7: DOS Notes
Week 8: DOS Notes
Week 9: Batch programs Notes
Week 10: DOS Exam
Week 11: Linux Notes
Week 12: Linux Notes
Week 13: Linux Notes

INTRODUCTION TO PC OPERATING SYSTEMS

ITSC 1305 87

Week 14: Linux Notes
Week 15: Linux Exam
Week 16: Last Discussion

Course Grading Information:

Assignments = 30% Discussions = 10%

Exam 1 = 20%

Exam 2 = 20%

Exam 3 = 20%

Students will be asked to participate in discussions weekly as listed in the tentative schedule. Students will be asked to respond to the current discussion question, provide an online source (when requested in directions), as well as comment on someone else's reply to the question by a particular due date/time. The student's answer, source of information, and response together will be graded as follows (completed = 100%; no source = minus 50; no comment to someone else's response = minus 25).

(90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; below 60 = F)

Late Work, Attendance, and Make Up Work Policies:

Late work will not be accepted without written proof of an emergency. Make-up exam requirements: written proof of extraordinary circumstances must be supplied in order to earn up to 100 points; all other reasons for missing an exam will result in a 20 point deduction for a make up exam. All late exams must be made up within two "business" days.

If a student misses 25 percent (four due dates) of the course by not turning in work by the specified due dates/times indicated and/or taking exams listed on the tentative schedule before the (last chance) official drop date, he/she will be withdrawn by the instructor (with a grade of "W"). After the official drop date, the student will receive an "F" if four absences are accrued and the student has a failing average at that time. If the student has a passing average when the fourth absence is accrued after the official drop date, the student will receive a "W".

Absences are cumulative (not necessarily consecutive). One missed due date is worth three hours of class (similar to missing a night class or a class that meets once a week). Discussion boards are only counted as attendance when no other assignment is given for that time period.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain online decorum that includes respect for other students and the instructor via email, discussion board or personal appearance, prompt and regular attendance via meeting due dates/due times, and an attitude that seeks to take full advantage of the education opportunity.

Instructor's Academic Integrity Statement:

Be honest! Do your own work, and meet class deadlines. Anyone caught submitting someone else's work as his/her own (as well as the person allowing his/her work to be submitted as someone else's) will receive an automatic "F" for that assignment. Anyone caught assisting another student with an exam or receiving assistance from someone else while taking an exam will receive an automatic "F" for the exam.

*** [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.