



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

INTRODUCTION TO PC OPERATING SYSTEMS

ITSC - 1305 – B001

JAN D. ROBERTSON

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

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Course Description:

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Semester Hours 3 (2 lec/2 lab).

Prerequisites and/or Corequisites:

None. 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.)

Course Notes and Instructor Recommendations:

Notes: This is a blended/hybrid class, which means that part of the course will be conducted in the classroom and part will be completed online. Students are expected to use either their own computer or a computer on campus or elsewhere in order to complete all assignments. All exams are timed and will be given in class.

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—more is better!)

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

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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 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 introduce the student to using PC-based operating systems.
- 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. Demonstrate understanding of the basic functions of the Windows environment.
 - 4. Allocate time to meet scheduled deadlines of lab assignments.
 - 5. 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.
 - 6. 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 a PC.
 - a. Maintain information regarding successful completion of course.
 - b. Analyze labs for the correct solution.
 - c. Use a PC for testing and class assignments.
 - 7. Acquire an understanding of the functions of the operating system of a PC.
 - 8. Acquire information on configurations of systems and hardware and software specifications and how to select technology to apply to a specific task.

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9. Learn to troubleshoot computer problems using the operating system.
 10. 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 class 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 Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

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Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy.. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Students will be counted present if work is received on the listed deadlines on Brightspace. Missing one deadline is the equivalent of missing three (3) hours of class per week. Discussion boards are only counted as attendance when no other assignment is given for that deadline.

Course Outline or Schedule:

Tentative Calendar for ITSC 1305.B001 FA 2023—Any changes, if needed, will be posted on Brightspace in an Announcement and mentioned in class
Week 1: Orientation (confirmation, orientation quiz, disc 1 due by 6 a.m. Tues, Aug 29)
Week 2: Windows 10 (WIN 10 lab, disc 2 due by 6 a.m. Tues, Sept 5)
Week 3: Windows 10 (WIN 10 lab, disc 3 due by 6 a.m. Tues, Sept 12)
Week 4: Windows 10 (WIN 10 lab, disc 4 due by 6 a.m. Tues, Sept 19)
Week 5: Win 10 EXAM due by 10 p.m. Tues, Sept 19; disc 5 due by 6 a.m. Tues, Sept 26
Week 6: DOS Notes (DOS 1 lab, disc 6 due by 6 a.m. Tues, Oct 3)
Week 7: DOS Notes (DOS 2 lab, disc 7 due by 6 a.m. Tues, Oct 10)
Week 8: DOS Notes (DOS 3 lab, disc 8 due by 6 a.m. Tues, Oct 17)
Week 9: Batch programs Notes (DOS batch lab, disc 9 due by 6 a.m. Tues, Oct 24)
Week 10: DOS EXAM due by 10 p.m. Tues, Oct 24; disc 10 due by 6 a.m. Tues, Oct 31
Week 11: Linux Notes (Linux 1 lab, disc 11 due by 6 a.m. Tues, Nov 7)
Week 12: Linux Notes (Linux 2 lab, disc 12 due by 6 a.m. Tues, Nov 14)
Week 13: Linux Notes (Linux 3 lab, disc 13 due by 6 a.m. Tues, Nov 21)
Week 14: Linux Notes (Linux 4 lab, disc 14 due by 6 a.m. Tues, Nov 28)
Week 15: LINUX EXAM due by 10 p.m. Tues, Nov 28

Course Grading Information:

Assignments = 30% Discussions = 10%
Exam 1 = 20%
Exam 2 = 20%
Exam 3 = 20%

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Students will be asked to participate in discussions on a weekly basis as listed in the tentative schedule. Students will be asked to respond to the current discussion question, provide an online source to back up his/her comments (when required 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 (when required); no comment to someone else's response = minus 25).

Assignments consist of labs on Brightspace for each unit to be completed by students, saved and attached to an email to the instructor. (Students may NOT use anything other than Microsoft Word, Adobe Acrobat, or may copy/paste work in the message area of an email before submitting.) Five points are deducted per error on all labs.

Each unit exam will be comprehensive in nature and consist of 25 questions (true/false, multiple choice) on Brightspace. At the end of the semester an average of the three comprehensive exams will make up 60% of the student's grade in the course.

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

Work will be graded and recorded within 24 hours of its deadline.

Late Work and Make Up Work Policies:

If a student misses a work/test deadline for an "excused" reason listed in the college catalog, that student will be allowed to make up the missed work. However, if a student misses additional deadlines regardless of reason, it may not be made up without the student's providing written proof of an emergency for missing the work deadline. Make-up exams requirements: written proof of extraordinary circumstances must be supplied in order to earn up to 100 points unless the student has an "excused" reason based on those listed in the college catalog; all other reasons for missing an exam will result in a 10-point deduction for a make-up exam (barring unforeseen extenuating circumstances). All late exams must be made up within two "business" days.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain face-to-face/online decorum that includes respect for other students and the instructor via email, discussions 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

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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.

Changing Student Name and/or Gender Choice:

Students who would like to update their preferred name should contact Admissions. Students update the preferred name field in Colleague (as well as other data). Within 2 hours, email addresses and other information is updated. The student will receive an automated email informing that student about the change. When Brightspace is updated again, the name gets updated. It takes about 24 hours for the change to happen. This happens automatically after Admissions updates information.

Contact with Instructor:

Feel free to contact your instructor whenever you need assistance via phone (254-299-8218) or via email (jrobertson@mclennan.edu). For quickest response use your MCC email account to contact your instructor during office hours. If emails are sent during “regular” business hours Monday-Friday, they will be returned within 24 hours of receipt, except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Miscellaneous

- Do not bring children with you to a lab or classroom or allow children to stay outside the classroom or lab in the hall.
- Do not bring food or open containers into classrooms or labs.
- Be on time for class.
- Meet class deadlines for best chance of success.
- An incomplete will not be assigned unless the student only lacks at most the final project/final exam/final task, the student has at least a “C” average in the course, the student missed the last task due to a provable emergency, and the instructor is made aware of the emergency before grades are due for the semester.
- Students must show respect for each other and the instructor at all times.
- Vulgar language is not permitted in this class in person or online.

Updated 07/18/2023



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 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail.

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](#)
- [Email Setup for Androids](#)

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.