McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

INTRODUCTION TO PC OPERATING SYSTEMS
ITSC - 1305 - H1

JAN D. ROBERTSON

NOTE: This is a 16-week course.
NOTE: This is a Blended/Hybrid course.

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: This is a 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: Health Professions Nursing building, Room 118
Office/Teacher Conference Hours: Posted next to office door
Other Instruction Information: B.S. and M.S. degrees

Required Text & Materials:

None
USB drive (at least 4 gigabytes)

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

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, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

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 contacted/notified through 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.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**
(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:
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 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.
    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 class discussions and collaborate to assist each other during 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.H1 Spring 2020—Any changes, if needed, will be posted on Brightspace in an Announcement and mentioned in class
Week 1: Orientation
Week 2: Windows 10
Week 3: Windows 10
Week 4: Windows 10
Week 5: Win 10 EXAM
Week 6: DOS Notes
Week 7: DOS Notes
Week 8: DOS Notes
Week 9: Batch programs Notes #1
Week 10: DOS EXAM
Week 11: Linux Notes
Week 12: Linux Notes
Week 13: Linux Notes
Week 14: Linux Notes
Week 15: LINUX EXAM
Week 16: Last Discussion

Course Grading Information:

Assignments (including discussion board) = 20% Discussions = 5%
Exam 1 = 25%
Exam 2 = 25%
Final Exam 3 = 25%

Students will be asked to use the discussion board on several occasions as listed in the tentative schedule (Assignment page). Students will be asked to respond to the current discussion board question 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%; partly = minus 10; 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 exams 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 (Assignment page) 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.

*** Click Here for the MCC Academic Integrity Statement**

(**www.mclennan.edu/academic-integrity**)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

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**
(www.mclennan.edu/highlander-guide/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

*** Click Here for more information about Title IX**
(www.mclennan.edu/titleix)
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 (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) 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.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*