Angelina College
Technology and Workforce Division
ITSC1305 Introduction to PC Operating Systems
General Syllabus

I.   **BASIC COURSE INFORMATION**
  A. Course Description: *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*
  Three hours credit. A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. The student will install, configure, and maintain the operating system; perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and demonstrate the use of utilities. Prerequisite: CPMT 1311 or concurrent enrollment. Textbook must be purchased from Angelina College Bookstore. Two lecture and two lab hours each week. Lab fee.
  B. Intended Audience: First year, second semester
  C. Instructor:
      Name: **Arthur T. Prejean**
      Office Location: **TW106**
      Office Hours: **08:00AM - 11:20AM**
      Phone: **936-240-0915**
      E-mail Address: **aprejean@angelina.edu**

II.   **INTENDED STUDENT OUTCOMES:**
  A.   **Core Objectives Required for this Course**
      1. Critical Thinking: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
      2. Communication: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
      3. Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
  B. Course Learning Outcomes for all Sections
    1. Identify the operating system's functions, structure, and major system files to navigate the operating system and how to get to needed technical information.
    2. Categorize basic concepts and procedures for creating, viewing and managing files, directories and disks. This includes procedures for changing file attributes and the ramifications of those changes (for example, security issues).
    3. Implement the procedures for installing Windows 2000 Professional, Windows XP and Windows 7 to bring the software to a basic operational level.
    4. Enumerate the basic system boot sequences and boot methods, including the steps to create an emergency boot disk with utilities installed for Windows 2000 Professional, Windows XP, and Windows 7.
    5. Explain procedures for loading/adding and configuring application device drivers, and the necessary software for certain devices.
    6. Recognize and interpret the meaning of common error codes and startup messages from the boot sequence, and identify steps to correct the problems.
    7. Describe the networking capabilities of Windows including procedures for connecting to the network.
    8. Define concepts and capabilities relating to the Internet and basic procedures for setting up a system for Internet access.

III.   **ASSESSMENT MEASURES OF STUDENT LEARNING OUTCOMES:**
    A.   Assessments for the Core Objectives:
        1. Critical Thinking: Students will analyze system performance to find irregularities in the operating system based on studied concepts. A standard rubric is used to assess this objective.
        2. Communication**:** Students are required to develop a presentation to discuss the operation of certain operating system subsystems. A standard rubric is used to assess this objective.
        3. Teamwork: Students will work together in small groups to develop strategies to solve improper system operations. A standard rubric is used to assess this objective.
    B.   Assessments for Course Learning Outcomes
        1. Students will install, configure, and maintain the operating system.
        2. Students will perform basic file management operations.
        3. Students will organize and allocate primary and secondary storage.
        4. Students will access and control peripheral devices.
        5. Students will demonstrate the use of utilities.

IV.   **INSTRUCTIONAL PROCEDURES:**
    A.   Methodologies common to all sections
        Time allocation: 64 contact hours
        1. Lecture: Twenty (20) hours.
        2. Lab: Thirty-two (32) hours.
        3. Tests: Twelve (12) hours.

V.   **COURSE REQUIREMENTS AND POLICIES:**
    A.   Required Textbooks, Materials, and Equipment -
Spiral bound notebook - 80 pages
Two (2) number 2 lead pencils
Textbook: Aries PC Maintenance and Repair - Operating Systems, 5th Edition, ISBN# 978-0-9821400-3-1
Text book must be purchased through the Angelina College bookstore.
If the textbook is not purchased from the Angelina College bookstore a technology fee will be charged.
B. Assignments
1. Thirty (30) lesson modules.
2. Ten (10) unit tests.
3. Hands on labs to support lesson modules.
4. One (1) Midterm test.
5. One (1) End of term test.
6. Final exam.
C. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)
1.   **Educational Accommodations** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational Accommodations application within your AC Portal, under the "Student Services" tab. A Student Success team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Student Success and Inclusion in the Student Center (205A); text 936.463.8078; or email access@angelina.edu. To report any complaints of discrimination related to a disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 101 of the Student Center. You may also contact Dean Hudman by calling (936) 633-5292 or by emailing shudman@angelina.edu.
2.   **Attendance** - Students are required to attend all lectures and laboratory classes regularly and punctually. Responsibility for work missed because of illness or extracurricular activity is placed upon the student.   Excessive absences are defined as three or more consecutive absences or four or more cumulative absences from regularly scheduled class periods
3.   **Additional Policies Established by the Instructor-**
    a. All tests are to be taken closed notes and closed text book.
    b. All tests may be taken a second time, however no test may be taken twice in the same day.
    c. All tests will be taken during regular class periods.

VI. **COURSE OUTLINE: Description of the Course Activities including due dates, schedules, and deadlines.**
1. Assignments are due on the date assigned. Assignments turned in late will not receive credit.
2. All tests and supporting lab work for midterm is due by end of class March 6, 2019.
3. All lab work to be graded must be turned in before end of class period on May 1, 2019.
4. Tests must be taken prior to end of class on May 6, 2019. Special arrangements must be made before the day of the tests for exceptions covered under the college catalog.
5. Cell phones, pagers and all other personal communications devices will be turned off during class.
6. Smoking, dipping snuff, and eating in the classroom are prohibited.
7. No personal use of lab computers.

VII. **EVALUATION AND GRADING:**
A. Grading Criteria *(percents, extra credit, etc.)*
    1. 20% - Lab assignments are pass/fail.
    2. 20% - Unit tests. Unit tests may be taken a maximum of two (2) times.
    3. 10% - Mid and End term tests. Mid and end term tests may be taken two (2) times.
    4. 50% - Final exam. Final exam may be taken a maximum of two (2) times.
B. The final grade will be awarded on the basis of:
    1. 90% -100% =A
    2. 80% - 89% =B
    3. 70% - 79% =C
    4. 60% - 69% =D
    5. 0% - 59% =F

C. The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.

D. As a student enrolled in a Technology & Workforce program, you will encounter certain risks while you are in a classroom, laboratory experience, or in a clinical or practicum setting. In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your financial responsibility and not the responsibility of Angelina College or the clinical/practicum site.

E. Effective August 27, 2012 Angelina College prohibits the use of tobacco products on campus, except in your personal vehicle. This measure was approved by the College Board of Trustees, and includes smoking and smokeless tobacco products.