Administrative Master Syllabus

Course Information

Course Title	Introduction to PC Operating Systems
Course Prefix, Num. and Title	ITSC 1305 - Introduction to PC Operating Systems
Division	Technology and Business
Department	Information Technology and Networking
Course Type	WECM Course
Course Catalog Description	Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Focus is on Microsoft OS.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:2:2
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	2
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Department Head:	Muna Saqer, Comp Sci and IT&N Program Director	11-16-2023
Division Chair:	David Kucera, Technology & Business Division	11-16-2023
VPI:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

- History of operating systems (may have to supplement – brief review first day of class)
- Parts of Operating System (may have to supplement – brief review first day of class)
- Boot process (may have to supplement)
- Install and configure Windows operating system
- Using the Desktop and Getting Help
- Manage Disks and File Systems
- Install and Configure Hardware
- Install and configure Applications / utilities
- Configure and Manage the User Experience
- Configure and Manage Print Devices
- Connect to Network
- Configure and Manage Permissions
- Backing Up and Recovery
- Client Security
- Remote Access /Assistance
- Basic Troubleshooting

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

- Identify, install, configure, monitor, and troubleshoot a client operating system
- Install, configure, and maintain the operating system
- Perform basic file management operations
- Organize and allocate primary and secondary storage
- Access and control peripheral devices
- Run utilities

Methods of Assessment: All outcomes will be assessed by one or more of the following:
Lab Assignments
Programming Projects
Tests and Quizzes
Final Exam

Required text(s), optional text(s) and/or materials to be supplied by the student:

- A+ Guide to IT Technical Support (Hardware and Software). Author: Andrews. Publisher: Cengage. (Eleventh or latest edition)
- TestOut's Labsim Software. (Seventh or latest edition)
- USB Flash Drive
- High-speed Internet Connection

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

- Current version of Windows Operating System software licensed for each student.
- Computer that meets the hardware and memory requirements of the operating system for each student

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Homework...................... 0-10%
Attendance.................... 0-10%
Lab Assignments 40-50%
Tests and Final Exam...... 50-60%

Grade System:
90-100% .... =A
80-89% .... =B
70-79% .... =C
60-69% .... =D
Below 60%...... =F

Curriculum Checklist:

☐**Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐**Administrative WCJC Core Course**. Attach the Core Curriculum Review Forms

    ☐Critical Thinking

    ☐Communication

    ☐Empirical & Quantitative Skills

    ☐Teamwork

    ☐Social Responsibility

    ☐Personal Responsibility

☒**WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist