



**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

**Course Title** – Introduction to PC Operating Systems

**Course Prefix and Number** – ITSC 1305

**Department** – Computer Science

**Division** – Technology & Business

**Course Type:** (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

**Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #:** 3:2:2

**Equated Pay hours for course -** 3

**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.

**Prerequisites/Co-requisites** - None

List Lab/ Other Hours
Lab Hours 2
Clinical Hours 0
Practicum Hours 0
Other (list) 0

**Prepared by:** Donna Schilling

**Date:** 07-19-2015

**Reviewed by Department Head:** Donna Schilling

**Date:** 07-19-2015

**Accuracy verified by Division Chair:** David Kucera

**Date:** 9/12/15

**Approved by Dean or Vice President of Instruction:** Leigh Ann Collins

**Date:** 3-4-16



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

The entire class focuses on using the operating system as a client on a networking system

- 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

**II. Course Learning Outcomes**

This course incorporates the National Workforce Center for Emerging Technologies Programming/Software Engineering skill standards recognized by the Texas Skill Standards Board.

<b>Learning Outcomes</b>	<b>Methods of Assessment</b>
<p><b>Upon successful completion of this course, students will:</b></p> <p>Identify, install, configure, monitor, and troubleshoot a client operating system</p> <p>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 run utilities.</p>	<p>All outcomes will be assessed by one or more of the following:</p> <p>Lab Assignments            Programming Projects            Tests and Quizzes            Final Exam</p>

**III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.**

- TestOut Windows Client Pro - English 4.1.1 • 978-1-935080-45-9
- MCTS Guide to Microsoft Windows 7; Byron Wright, Leon Plesniarski; Course Technology; 2011; 978-1-1113-0977-0
- USB Flash Drive
- High-speed Internet Connection

**IV. Suggested Course Maximum - 20**

**V. List any specific spatial 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

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

Course Requirements

*Grading System –*

100 -90	= A
89 - 80	= B
79 - 70	= C
69 - 60	= D
and below	= F

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

**VII. Curriculum Checklist**

- **Academic General Education Course** (from ACGM – but not in WCJC Core)  
No additional documentation needed
- **Academic WCJC Core Course**  
Attach the Core Curriculum Checklist, including the following:
  - Basic Intellectual Competencies
  - Perspectives
  - Exemplary Educational Objectives
- **WECM Courses**  
If needed, revise the Program SCANS Matrix & Competencies Checklist.