



# ITSC1321 – Intermediate PC Operating Systems (Windows 8.1) Course Syllabus: Spring 2017

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:00 am – 5:00 pm	8:00 am – 5:00 pm	8:00 am – 5:00 pm	8:00 am – 5:00 pm	8:00 am – 5:00 pm	

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Course Description:** Install, configure, and maintain the operating system; perform advanced file management operations; use system utilities to allocate and organize primary and secondary storage; manage peripheral devices; and increase system performance

**Required Textbook(s):**

Paperback: 70-687 Configuring Windows 8.1 with MOAC Labs Online Reg Card  
Author: Craig Zacker  
ISBN: 978-1-118-96680-8  
Publisher: John Wiley & Sons, Microsoft Official Academic Publisher

Or

Digital Content: 70-687 Configuring Windows 8.1 Wiley E-Text Reg Card with MOAC Labs Online Reg Card Set  
Author: Craig Zacker  
ISBN: 978-1-118-96681-5  
Publisher: John Wiley & Sons, Microsoft Official Academic Publisher

**Student Learning Outcomes:**

Upon completion of this course, the student should be able to

- Students will demonstrate the ability to install, configure, and maintain a customized operating system.
- Students will demonstrate the ability to manage file operations.
- Students will demonstrate the ability to use system utilities to allocate and organize primary and secondary storage.
- Students will demonstrate the ability to manage peripheral devices.
- Monitor and manage system performance

## **SCANS Skills:**

### **C15: Understands Systems**

By manipulating the Windows Operating System, the student must understand that the Windows system software is the interface for managing all of the applications systems, such as Word, Excel, Access, PowerPoint, networking, and others.

### **C19: Applied Technology to Task**

By utilizing the Control Panel to manipulate accessories; to utilize associated hardware and to utilize networking to achieve organizational goals, all available technology is applied to achieve the current tasks.

### **C20: Maintains and Troubleshoots Technology**

With the adept utilization of the Windows registry, the student is able to troubleshoot problems associated with computer technology and suggest and provide solutions to current problems.

## **Course Resources**

This is an online course and course materials, e.g., syllabus, PowerPoint slides, key terms, assignments and assessments will be accessed through Blackboard.

## **Assignments:**

There is a lab assignment with multiple exercises for each chapter of the textbook. Each lab assignment is worth 100 points. There are also Challenge exercises with many of the labs. These challenge labs are worth an additional 25 points for each assignment if they are completed and documented successfully. The average of the 21 lab assignments will count for 50% of your final grade.

In each lab assignment module on Blackboard, there is a lab manual with the instructions for completing the lab. These lab manuals are Microsoft Word documents. On the lab manuals, the student will answer questions associated with the lab as well as pasting screenshots from the lab exercises into the lab manual. Students will download the lab manual for each lab assignment and open it in Word. The lab manual file should then be saved with a new filename with the student's name appended to the original filename. For example, the lab manual filename for Lab 1 is 70-687R2\_Lab01.docx. After downloading the file, it should be saved as 70-687R2\_Lab01\_studentname.docx.

The labs are accessed through the MOAC Labs Online environment. Students should have received a lab access code with your textbook. Below are the instructions for creating an account and gaining access to the online lab environment.

1. In your web browser, navigate to: <http://moac.microsoftlabsonline.com/>.
2. Enter your existing MOAC Labs Online email address and password.
  - a. If you do not have a MOAC Labs Online account, click the Register button and fill out the form to create your account. After registration, proceed to step 5.
3. Click the Sign in button.
4. Click on the My account tab.
5. Enter your unique access code on the My codes page.
6. Click the Add code button to activate your MOAC Labs Online course materials.

To access your labs, click the My labs tab to be taken to a page that provides access to all of your labs. To start a lab, hover over any lab pane and click Take Lab.

After this initial sign-in and activation have been completed, you can access your labs directly by logging on to the MOAC Labs Online home page at <http://moac.microsoftlabsonline.com>.

**Assessments:**

There will be a test for each chapter. These tests will consist of 20-30 multiple-choice questions. You will have two attempts for each chapter test and the best grade of the two will count toward your overall test average. The average of the 21 chapter tests will count for 50% of your final grade. There will not be a mid-term or final comprehensive exam.

**Evaluation/Grading Policy:**

- Lab Assignments Average..... 50%
- Chapter Tests Average ..... 50%

**NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

**Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

**Family Educational Rights And Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of

attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.