



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. 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 TVCC, 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. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

**Course Title**

Introduction to PC Operating Systems

**Course Prefix and Number**

ITSC 1305

**Department – Division**

Computer Science

**Course Type** – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- X - WECM Courses**

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	2	4

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

## Course Catalog Description

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. 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.

## Prerequisites/co requisites

none

## Topical Outline

This course will concentrate on the use of windows-based microcomputer operating systems. Creating, editing, and managing of data files, path directory structure, operating system commands, and hard disk management are emphasized.

## Course Learning Outcomes

The student will acquire an understanding of the following course learning outcomes:

- An understanding of the Windows interface
- An understanding of the use of Help and dialog boxes
- An understanding of viewing files and folders using MY COMPUTER
- An understanding of various Windows applications—Notepad, Wordpad, and Paint
- An understanding of naming files and folders
- An understanding of finding files and folders and using shortcuts
- An understanding of using WINDOWS EXPLORER
- An understanding of the hierarchical structure of data storage
- An understanding of organizing and managing the hard disk
- An understanding of fonts and printers
- An understanding of customizing a system
- An understanding of file and disk maintenance

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.

	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

<b>Required Text(s)</b>
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The current textbook on file in the TVCC bookstore.

<b>Optional Text(s)</b>
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none

<b>Material/Technology to be supplied by the student.</b>
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All students must have access to the internet, an e-mail address, and be competent in using a computer to navigate the internet. Students will need access to Windows XP for completing course work. Student will need a removable USB disk for storage of data.

<b>Course Requirements/Grading System</b> – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.
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Your grade will be determined by performance on exams, laboratory assignments, special projects, and/or research papers. Your instructor prepares the individual criteria in the respect to the departmental syllabus.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Pat Salinas & Melinda Reppond	<i>Pat Salinas &amp; Melinda Reppond</i>	<i>2/27/2008</i>
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date