SYLLABUS
ITSC-1405 - Intro to Pc Op Sys

COURSE DESCRIPTION:
A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

COURSE OBJECTIVES:
In this course, we will discuss the personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

GRADING ELEMENTS:                      FINAL GRADE VALUES:
1. Participation                      A  900 - 1000
   100 points
2. Laboratory Assignments      B  800 - 899
   450
3. Major Tests (3 total)                C  700-799
   450
4. Make-up Examination                D  600-699
   May replace the lowest test grade
Total:                                 E  599 below
   1000 points

REQUIRED MATERIALS:


You can purchase this book from:

- From the Brookhaven College Bookstore (phone 972-484-7652).
- Or visit eFollett.com online

If you are planning to purchase the book bundle in person you are strongly advised NOT to visit any other bookstore other than the listed. This course is taught a number of different ways at other DCCCD campuses and they often use different books than those needed for this specific course, even though the course name and number is identical. Avoid getting the wrong materials by simply avoiding those bookstores.

Note: shipping delay is NOT a legitimate excuse for submitting late work.

General Course Policies:

- You may not turn in an assignment more than one time for credit (i.e. Don't correct mistakes and re-submit). Do not email assignments.
- Tests are on-line and may be taken after they are posted. Your Course Schedule has test dates. You may not repeat a test for a higher grade. You may not work with another student, also test are timed. Different people get different versions of the tests, so it won't help you anyway.
• All of your coursework must be completed by the last course day (as noted in the Course Schedule). Your instructor must submit your final course grade to the Brookhaven Registrar on the next day, so it will do you no good to submit work or take a test after that point.
• Grades in the online gradebook are posted for your convenience and may not actual grade in the course. If you have questions regarding your grade please contact your instructor.
• Coursework submitting without the proper header, see grading rubric, will not be graded and receive a zero in the gradebook.

Religious Holidays:

Students desiring to observe a religious holy day, which will result in a class absence, must notify instructors in writing, for each class, no later than the 15th calendar day after the first class day of the semester in which the absence will occur. Students are required, at a time assigned by the instructor, to complete assignments or take examinations which may be missed as a result of the absence.

Stop Before You Drop:

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Withdrawal with a "W":

If you are unable to complete this course, YOU must withdraw by the official drop date, as noted in the Course Schedule. If you stop “attending” class and do not withdraw you will receive a performance grade, usually an "F". Students who wish to drop should first attempt to do so by using the eConnect web site (http://eConnect.dcccd.edu). If that doesn't work:

• Visit the Dallas Telecollege Home Page (http://telecollege.dcccd.edu/).
• Select the "Current Students" menu item.
• Select the "Academic Services" menu item.
• Find the link relating to the "Drop Request Form" and click on it, then follow the directions given.

Incomplete ("I") Grading:

Incompletes are only considered in those circumstances where a student has had a documentable crisis or emergency occurring sometime in the last several days of the course, preventing the student from completing the final few items of required work (a last assignment or test, for example). The "I" is designed only to provide a little extra time to finish up, and is not granted to students who are substantially behind in their work as the end of the course approaches. It is not to be considered as a grade to request should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your instructor as soon as possible.

Academic Dishonesty:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct or go online at https://www1.dcccd.edu/cat0608/ss/code.cfm?loc=2 and scroll down to Responsibility, #11, for detailed information..

Students are expected to do all their coursework by themselves and anyone caught cheating will be penalized. For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to complete all further coursework on their own will receive a score of 0 for the entire related Course Component involved in the second offense.

**Notice for Students on Financial Aid:**

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Please note: If you are receiving Financial Aid grants or loans, you must begin attendance in all classes before the certification date. You also must attend or participate after the drop date in order not to be marked as non-attending in the event that you fail the course. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid.

**Receiving Your Grades:**

End-of-semester grades will not be mailed to you by the college. To receive your grades you have two options: through the Internet or through the Telephone Touch-Tone System. Depending on your choice use the following directions:

**Internet Access to Grades:**

1) Go to the Dallas County Community College website (http://www.dcccd.edu).
2) Next, look at the Online Services heading.
3) Under the Online Services heading, click on eConnect-Register, Pay, Check Grades.
4) You are now on the student menu.
5) Next, click on My Personal Information (this will expand the menu).
6) Now, click on My Grades.
7) Enter your seven digit student ID (not your social security #).
8) Enter your password or if it is your first time to use the system enter your date of birth. (Example: Feb 16, 1965 should be entered as 021665)
9) Now, select the grade type you wish to review (CR-Credit Grades) and click on submit.
10) Grades start with “oldest” term—now find yours.

**Telephone Access to Grades:**

1) Dial 972-613-1818.
2) Press 2 for grades.
3) Press 1 – wait for directions to enter your seven digit Student ID#.
4) Enter your six digit PIN.
(Example: Date of birth Feb 16, 1965 should be entered as 021665)
5) Select correct option for the semester grades you are inquiring about.

ADA STATEMENT:

Any student who feels that he/she may need any special assistance or accommodation because of an impairment, disability, or handicap, please contact Special Services Office in Room S124 or at 972-860-4847. Information can be found online at http://www.brookhavencollege.edu/campserv/specialservice/specialsvc.htm.

INSTRUCTOR DATA:

- Mr. Charles Cadenhead
- Office Phone: (972) 860-4178
- Office Location: K110
- Email: ccadenhead@dcccd.edu
- Office Hours: