

Hagerstown Community College
OFFICIAL MASTER COURSE SYLLABUS DOCUMENT

COURSE: IST 260 MCSA/E: Windows Professional

3 credits

INSTRUCTOR:

SEMESTER/YEAR:

COURSE DESCRIPTION: This course shows students how to set up and support the Microsoft Windows operating system and prepares them for the Microsoft Certified Technology Specialist exam. Students gain experience installing, administering, and troubleshooting the Windows desktop environment. Course fee required. Prerequisite: IST 108, IST 151 or consent of TCS Division. Semester offered: Fall. 3 Credits

TEXTBOOK: Microsoft Official Academic Course: Windows 7 Configuration and Lab Manual (Microsoft Press, 2011)

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, you will have learned to:

- * Installing, Upgrading, and Migrating to Windows 7
- * Deploying Windows 7
- * Configuring Hardware and Applications
- * Configuring Network Connectivity
- * Configuring Access to Resources
- * Configuring Mobile Computing
- * Monitoring and Maintaining Systems that Run Windows 7
- * Configuring Backup and Recovery Options

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

ASSESSMENT PROCEDURES: ASSESSMENT PROCEDURES:

Exams and quizzes may be proctored in the classroom or online. Skills based examinations must be completed in a proctored setting.

Final Exam	25%	
Midterm Exam	25%	
Attendance/Participation	10%	
Lab Projects/Quizzes	40%	
Grading Scale:	90—100%	A
	80— 89%	B
	70— 79%	C
	60— 69%	D

COURSE POLICIES:

- Exam Policies:** The Exam schedule will be distributed in class early in the semester. Students absent from an announced major exam will be given an equivalent examination only if the student has a legitimate reason for the absence and has given prior (24 hours minimum) notice. Missed exams must be made up prior to the next class meeting unless the situation makes that not possible and an exception is granted at the discretion of the instructor. Failure to give proper notification to the instructor or failure to make-up the exam in the stated time will result in a score of zero on the missed exam. This complies with college policy.
- Attendance Policies:** Attendance will be taken for each class meeting. For every three absences from classes, your final grade may be lowered by one letter grade.
- Topical Outline (see below):** The instructor reserves the right to modify course schedule, topics, and assignments as needed.

Services for Students with Special Needs: Students who have special needs are encouraged to identify themselves to the Coordinator of Disability Services as early as possible. Reasonable accommodations based on current documentation are provided to qualified students.

TOPICAL OUTLINE:

Date	Activity
	Introduction to course Chapter 1 & Review and Case Scenarios Chapter 2 & Review and Case Scenarios
	Chapter 3 & Review and Case Scenarios Labs 1 & 2 & 3
	Chapter 4 & Review and Case Scenarios Labs 4 & 5
	Chapter 5 Review and Case Scenarios Review chapters 1– 4 for midterm exam Lab 6 & 7

Date	Activity
	Midterm exam Chapter 6 & Review and Case Scenarios Chapter 7 & Review and Case Scenarios Labs 8 & 9
	Chapter 8 & Review and Case Scenarios Chapter 9 & Review and Case Scenarios Labs 10 & 11 & 12
	Chapter 10 & Review and Case Scenarios Chapter 11 & Review and Case Scenarios Lab 13 & 14 & 15
	Chapter 12 & Review and Case Scenarios Review for final exam Labs 16 & 17 Review for final exam Final exam Wrap up course