Hagerstown Community College Master Syllabus
IST 108: Microsoft Windows

Course Information
Course #: IST 108 Microsoft Windows
3 Credits
Semester Year: Spring 2019

Instructor Information
Instructor: Karen Weil-Yates
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Office: ATC 204
Office hours: M 4 – 5:30pm; T/Th 11:00am – 1:00pm

Course Description
This course provides students with an understanding of both basic and advanced principles of the current Windows operating system. A brief overview takes students through dynamic menus, task-oriented views, and the system environment. Emphasis is placed on disk and file management, optimization for better performance, planning and performing backups, navigation of the system through both the GUI environment and command line, configuration of systems software, improving performance and system support through system utilities and security and evaluation of system performance. Students are introduced to the Registry and introductory troubleshooting. Course fee required. Total of 45 hours of lecture. Prerequisite: IST 102 or CYB 102 or consent of instructor.   May be taken concurrently with IST102, CYB 101 or IST 151. Semesters offered: Fall, Spring

Textbook and Course Materials
Windows 10 in Depth, second printing October 2105. Kittel and McFedries. Que Publishing, 978-00-7897-5474-5; selected readings on the Internet

Required Tools
8GB (MINIMUM) USB drive (reserved for this class)

Student Learning Outcomes

- *Implement a functional Windows workstation operating environment and synchronize with mobile devices*
- *Practice good file management and disk organization both in local systems and on the cloud*
- *Perform basic diagnostics using tools and utilities to improve performance, increase security*
- *Protect data and facilitate user and system security through the use of available operating system tools*
- *Demonstrate a working knowledge of the Command line and the Registry*
- *Use critical thinking and demonstrate the ability to perform basic system troubleshooting skills*
- *Develop a sound, efficient system maintenance plan*

Definition of Credit Hour: Classroom Courses

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 in 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 complete at least 2 hours of coursework outside of class for each hour of in-class coursework.

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Classwork type	Direct Faculty Instruction In-class **37.5 hours required**	Student Work Out of Classroom **75 hours required**
In-class lecture, discussion, Case Studies	37.5 hours	
Reading text: 18 Chapters/Selected Websites		20 hours
Case Projects & Forums (19)		29 hours
Exams		14 hours
Presentation Project		12
Total	**37.5 hours**	**75 hours**

Services for students with disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.