



Course Number and Section (ITSC 1305-02812-SP2025)
Name of Course (Introduction to Operating Systems)
Course Semester (Spring 2025)
Time and days of course

Instructor Information: Name, email, phone number

Clara Evans

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(281)702-9336

Student hours and location: Online – anytime (There is a Calendar of Due Dates that students must adhere to.)

Required Textbook/Materials:

Testout/LabSim - ClientPro

Course Description: (Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. catalog description)

Course requirements:

(Students are required to complete all assignments as listed in the Calendar of Due Dates.

Determination of Course Grade/Detailed Grading Formula:

(During the semester, students can monitor their Class Progress grades on Blackboard.

- For grade-related questions, please reach out to me via email or telephone.
- NOTE: Due to the FERPA law, I will not tell your grade over the telephone, nor will I send your grade via email. However, we can discuss any grading issues.
- Letter grades are assigned based on a standard percentage point evaluation, as detailed below.
- Student learning outcomes are assessed according to the following:

NOTE: Custom Tests in TestOut are counted as your Tests/Exam grade.

30% of your grade is based on the following required items:

- Assignments: Chapters 1-9 including reading, videos, and labs.
- Instructions on how to access all parts of the assignments will be provided later in this document.
- Discussion Board Introduction and Chapters 1-9.

70% of your final course grade is based on the following required items:

- Custom Test grades
 - The Custom tests include Chapter 1 - 9 Custom Exams
- Note: Custom Exam 9 is the Final Exam.

To successfully pass the course, students are required to attain passing averages in *both the lab assignments and the discussion board activities*, as well as in the quizzes/exams and the custom exams. It is mandatory to pass the test component with a minimum average of 60% and similarly, to pass the assignment component with at least a 60% average to be eligible for course completion.

A = 90%-100% B = 80%-89% C = 70%-79%
D = 60%-69% F = Below 60% FX = F which is earned by excessive absences

Failure to complete the Discussion Boards may drop your course grade by one letter grade.

Late Work, Make-Up, and Extra-Credit Policy:

No late work accepted

Attendance Policy:

Students must login to the system at least once per week and complete the require assignments/exams.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Academic Dishonesty: (Describe your academic dishonesty policy and state consequences if it is violated)

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact [insert name and title of direct supervisor] at [phone number/email address].

Course outline:

(1st Day of Class – Follow the What to Do document to begin your assignments)

Introduction Discussion

Assignment Chapter 1, Discussion Board Discussion & Custom Exam Chapter 1

Assignment Chapter 2, Discussion Board Chapter 2 & Custom Exam Chapter 2
Assignment Chapter 3, Discussion Board Chapter 3 & Custom Exam Chapter 3
Assignment Chapter 4, Discussion Board Chapter 4 & Custom Exam Chapter 4
Assignment Chapter 5, Discussion Board Chapter 5 & Custom Exam Chapter 5
Assignment Chapter 6, Discussion Board Chapter 6 & Custom Exam Chapter 6
Assignment Chapter 7, Discussion Board Chapter 7 & Custom Exam Chapter 7
Assignment Chapter 8, Discussion Board Chapter 8 & Custom Exam Chapter 8
Assignment Chapter 9, Discussion Board Chapter 9 & Custom Exam Chapter 9

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend

class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.