DOS

and the *Art* of the

C:\>ommand Line

R. CRAIG COLLINS

9th Edition

R. Craig Collins, © 2008-2013

Note: Much of this book is general in nature; general to the point that on occasion I have oversimplified. It is not that I want to lie to you; I just don't want your head to explode. Future books, classes, and experience will refine the topics introduced here.

To paraphrase a Jack Nicholson character, "You can't handle the truth."
Well, not just yet.

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Please review the Academic Integrity, Computer Use, Phone, and Attendance Policies in the Student Handbook, http://www.templejc.edu/student_info/StudentServ.htm

IMPORTANT: When using TC Webmail, some 'real' mail gets sorted to your Quarantine Folder... please check this folder frequently, release legitimate mail, and delete and purge the junk mail. Make sure you include your class as part of email subject lines, and your name in any email.

IMPORTANT: When emailing from D2L, in the past there has been a bug that puts the wrong 'reply to' email address in your mail, meaning people cannot reply to your emails. To fix: on the first page you see after logging in to D2L, choose My Preferences, then the e-mail tab. Verify your reply to email address ends with
templejc.edu
NOT templejc.desire2learn.com

IMPORTANT: When using D2L, if you can't find your class listed, locate
My Temple College Courses
Below that, if you see a [+], click it to reveal the semester. You may need to click the [+] that is now visible, to see your Temple College courses

Storage
Many students can benefit from owning a thumb drive, as floppy disks hold so little, and many new computers do not have floppy drives. Thumb drives are also known as jump drives, USB drives, etc.

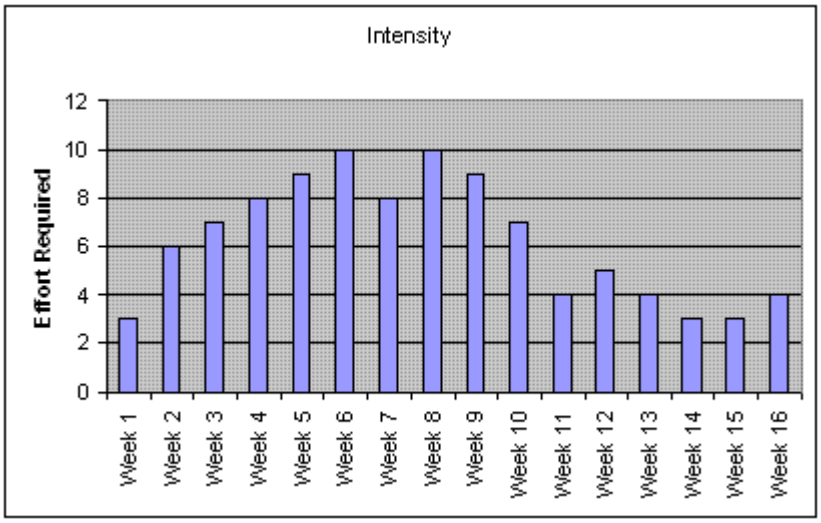
TC Students may also store files on their network O:\ drive, which can be accessed over the Internet when off campus. Or, students using Desire2Learn may store files in their D2L Locker (See course web site for details.)

Plan B
In order to complete this class, you need to use a computer. Have a backup plan in case your home computer crashes.

Assistance
Aside from office hours, and regular class time, I also will allow any student to drop into any traditional class I am teaching, if there are open seats. Most classes end with lab time, and I normally have scheduled lab-only hours for room 522 (usually one afternoon and one evening a week), and I will work with any student on any subject during any of these lab times. Check my office hours (course web site) for details...

Planning your semester

This semester takes into account the normal highs and lows of a semester, and is basically front loaded... allowing for soak time and practice at the end of the semester, prior to the capstone events.



Note: Many web pages on class related sites open in separate windows... adjust your pop up blocker accordingly!

Teaching Style

REACT
*Relate; see how things you already know apply to a new topic
*Experience; guided activities to allow students to use the new knowledge
*Apply; lab work to allows students to work on new material on their own
*Cooperate; share knowledge during the learning phase
*Transfer; take newly learned skills and set them to novel situations to verify learning occurred

Blooms Taxonomy
*Level I: Knowledge (define)
*Level II: Comprehension (summarize)
*Level III: Application (use)
*Level IV: Analysis (discover)
*Level V: Synthesis (create)
*Level VI: Evaluation (select or compare-contrast)

Pivotal Questions
Presents students with situation and asks them, based on other experiences, how the situation can be resolved... this way the student actually starts solving problems during the learning process.

Make Up Work
All material is due on a specified date, electronically submit the material if you cannot attend class. Late work may not be accepted, or may be heavily penalized.

A missed test grade is generated as a percentage of the relevant section of the Final Exam; the lowest test grade may be replaced by a percentage of a markedly improved relevant section of the Final.

Key to success in my classes
Attend classes, participate, and turning in your homework almost guarantees passing; test grades build on that success.

eLearning students and traditional students must check into D2L at least twice a week, and participate using the Discussions area of D2L.

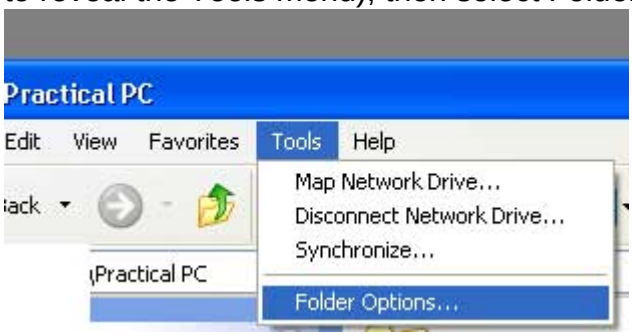
The majority of my tests are short answer/fill in the blank, to ascertain what you have actually learned, to duplicate the real test before getting a job, the job interview.

Cheating prevents me from seeing what you are weak in, which prevents you from learning it. So, don't cheat, or break the rules.

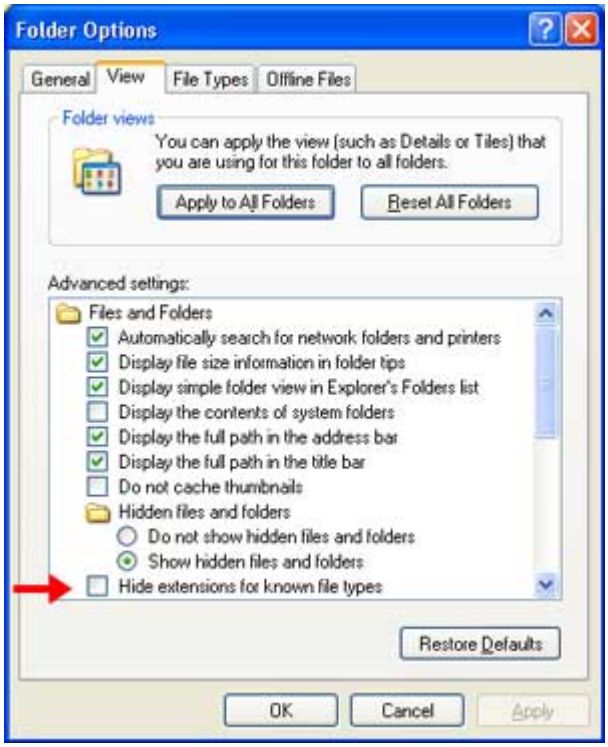
Controlling File Names

Many Windows computers are set up to hide known file extensions; this can be very confusing for computer students. To set your computer to display the entire file name:

- Open My Computer or Windows Explorer
- Choose Tools\Folder Options... (for Vista or Windows 7 users, press the [Alt] key to reveal the Tools menu), then select Folder Options)

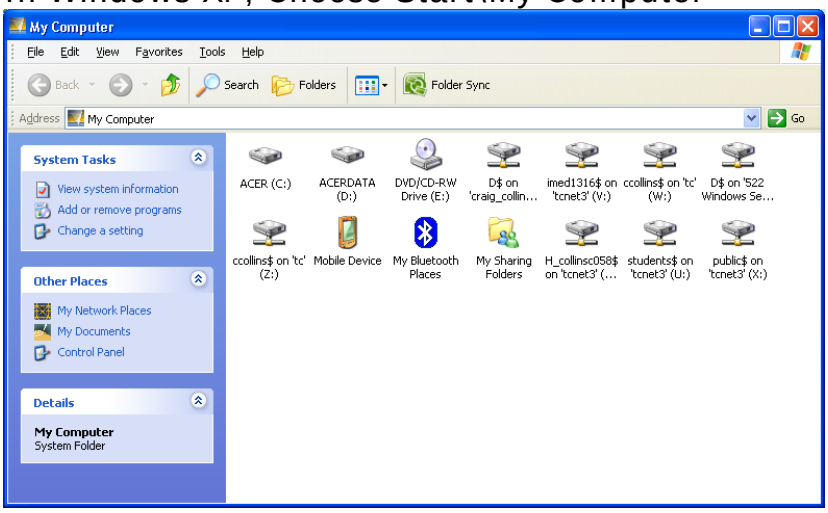


- Choose the View tab
- Click **off** the check mark next to 'Hide extensions for know file types'
    - Click OK

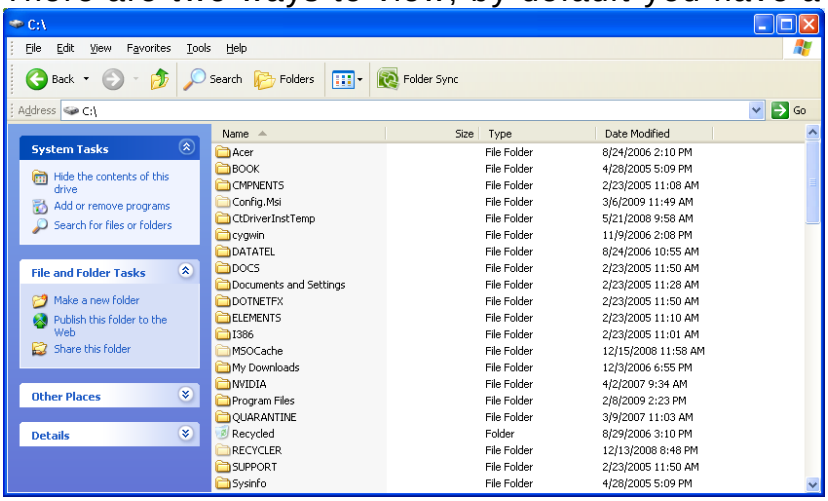


Navigating Windows

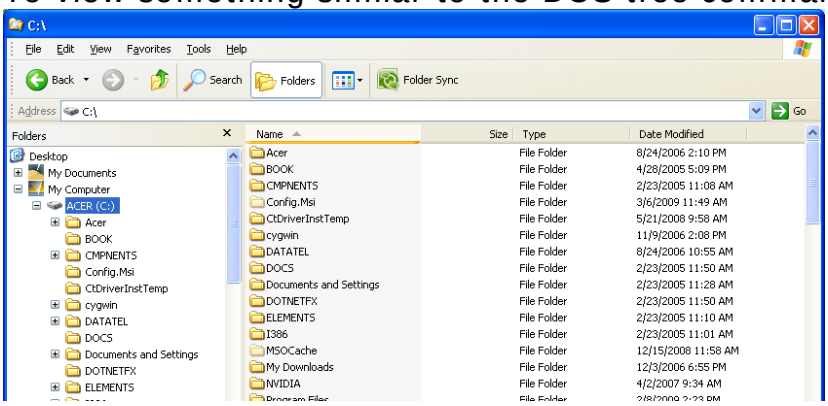
In Windows XP, Choose Start\My Computer



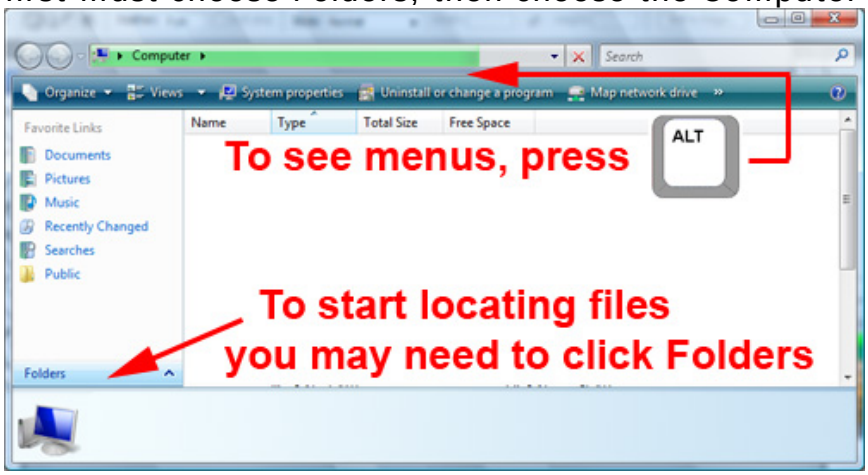
There are two ways to view, by default you have a detail pane on the left



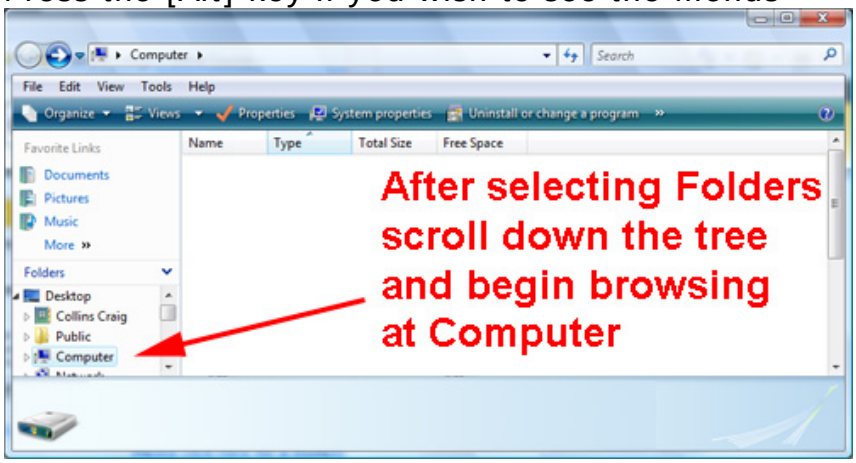
To view something similar to the DOS tree command, click



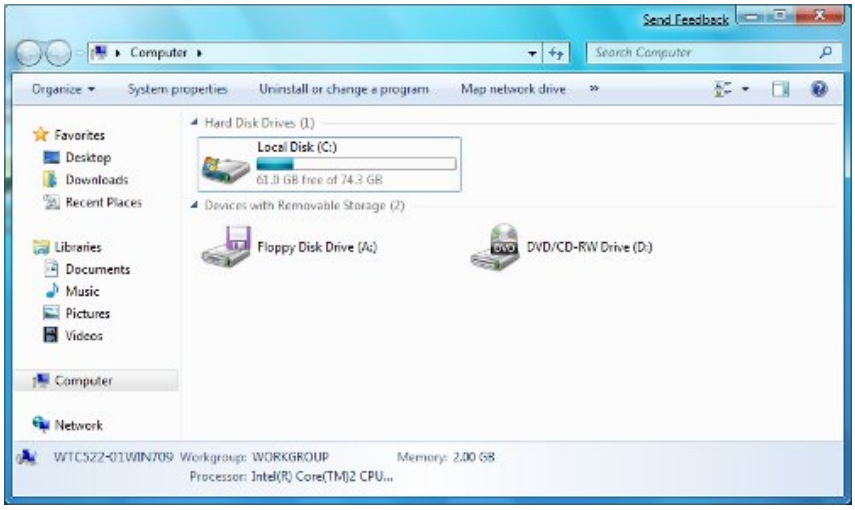
In Windows Vista, choose Start\Computer…many times to locate files you first must choose Folders, then choose the Computer icon.



Press the [Alt] key if you wish to see the menus



In Windows 7/8, the side bar contains Favorites, Desktop, Computer, and Network. Many times you begin by choosing the Computer icon

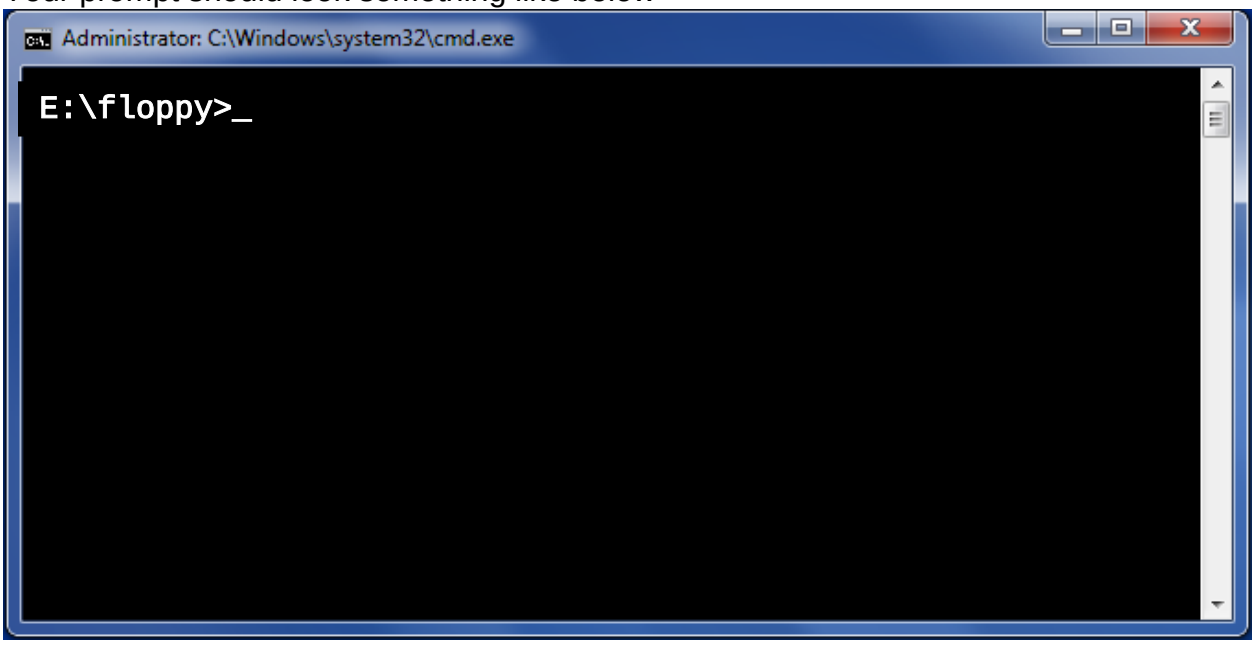


Command Prompt use at home

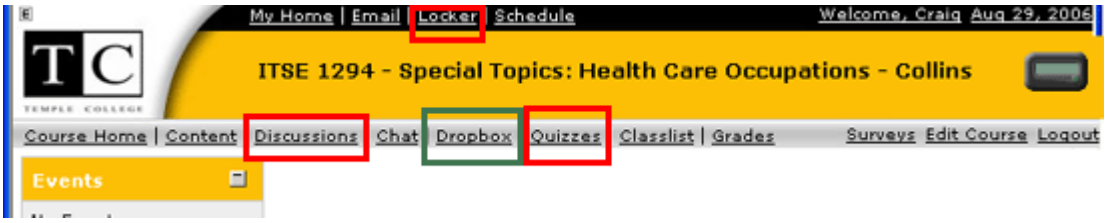
While the best way to practice the Command Prompt is to use DOS and a floppy disk, this is not always an option at home.

Instead, you could use the Windows Command Prompt, and a Thumb Drive.

1. Insert your Thumb Drive
2. Click Start\Computer, and note the drive letter assigned, such as E:\
3. Click Start and type **cmd** to search for the command prompt
4. DO NOT FORMAT your thumb drive
5. Change to the thumb drive by typing the drive letter, followed by a :
   example E:
   press the enter key
6. If you have other items on the thumb drive, create a folder for this class
   example **md floppy**
7. Change to the new folder, using **cd floppy**
8. Your prompt should look something like below



9. Continue your lab as directed, knowing that you will use
   e:\floppy instead of
   a:\



Class Participation for Web Enhanced Classes

- To Submit by Temple College Desire2Learn (D2L): https://templejc.desire2learn.com
  - •Log into D2L, scroll to the bottom, and choose the correct course
  - •When the Course Home Page appears, click on the Discussions link.
    - •The class website has links you may use to help with D2L
  - •Click on the discussion topic for this time frame
  - •Click New Message, or
  - •Open the Message that you want to reply to
    - •On the bottom frame click on Reply
  - •. A message form will appear
  - •In the form type your message
  - •When your message is complete, click Submit

Submitting Files

For Labs that require files to be electronically submitted

- Zip the required file(s) and/or folder(s) (see class web site for assistance)
  Please note: you may not be able to properly view all files in the zip... don't be alarmed, when extracted, the files and folders will be fine.
- Rename the zipped file to reflect your name and the lab being turned in
  - •Example: yourname-lab1 or yourname-lab1.zip (if your extensions are visible)

Problems? Zip the entire folder and attach to an email: (see class web site for help)

- •Send the mail to your instructor, craig.collins@templejc.edu and cc yourself
- •The subject line should include your name, your class, your section, and what you are submitting
- •Make sure you attach the zipped file

- If submitting by Temple College Desire2Learn (D2L): https://templejc.desire2learn.com
  - •Choose the class for which you want to drop off an assignment.
  - •Find the Dropbox tool, click on it.
  - •Choose the appropriate Dropbox folder, click on it.
  - •[Browse] to find the file that you would like to upload and click [Open].
    In Vista or Windows 7, you may need to choose ▼*Browse Folders*
    You then may need to choose *Computer* to browse for your file
  - •Optional: Type in a short description or comment about the file.
  - •After your files have been selected, click Upload.
  - •Select and upload any additional files that may be pertinent.

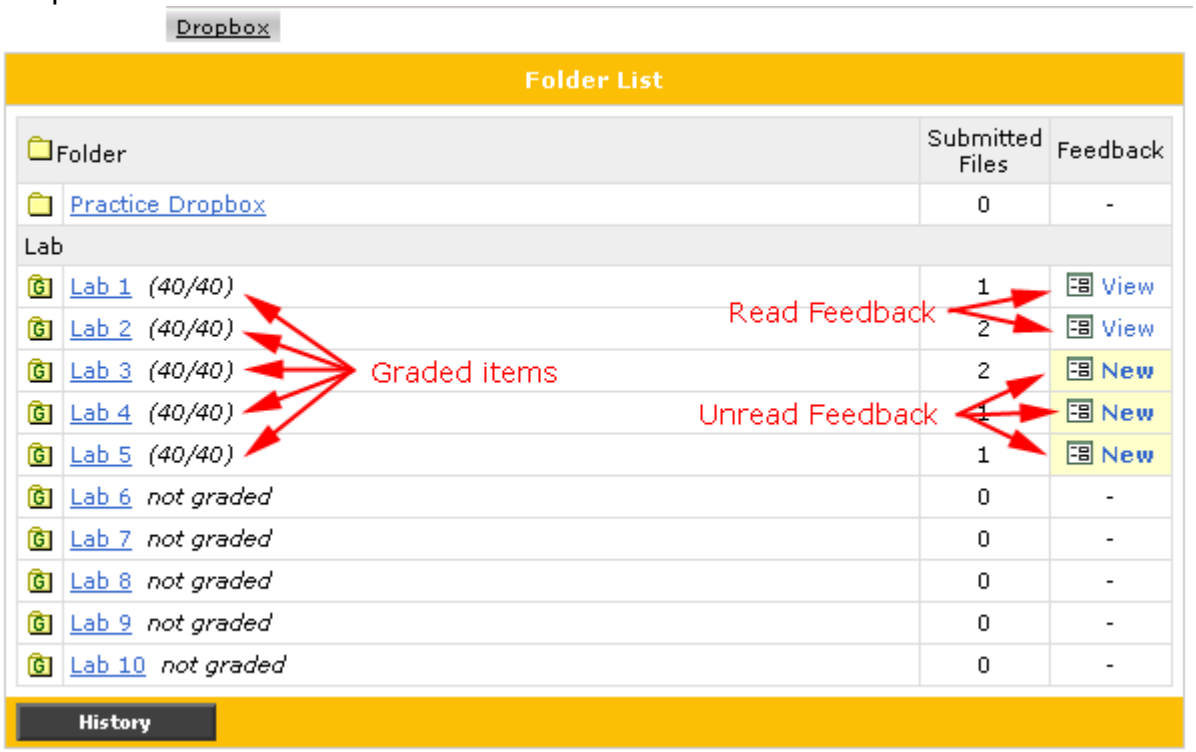
- the File Upload dialog box should appear
- choose Upload

- **Getting Feedback, electronically**
  - Dropbox Feedback
    - Open the Dropbox
    - Grades are recorded on the left, Choose View for feedback, on the right
      - see picture below

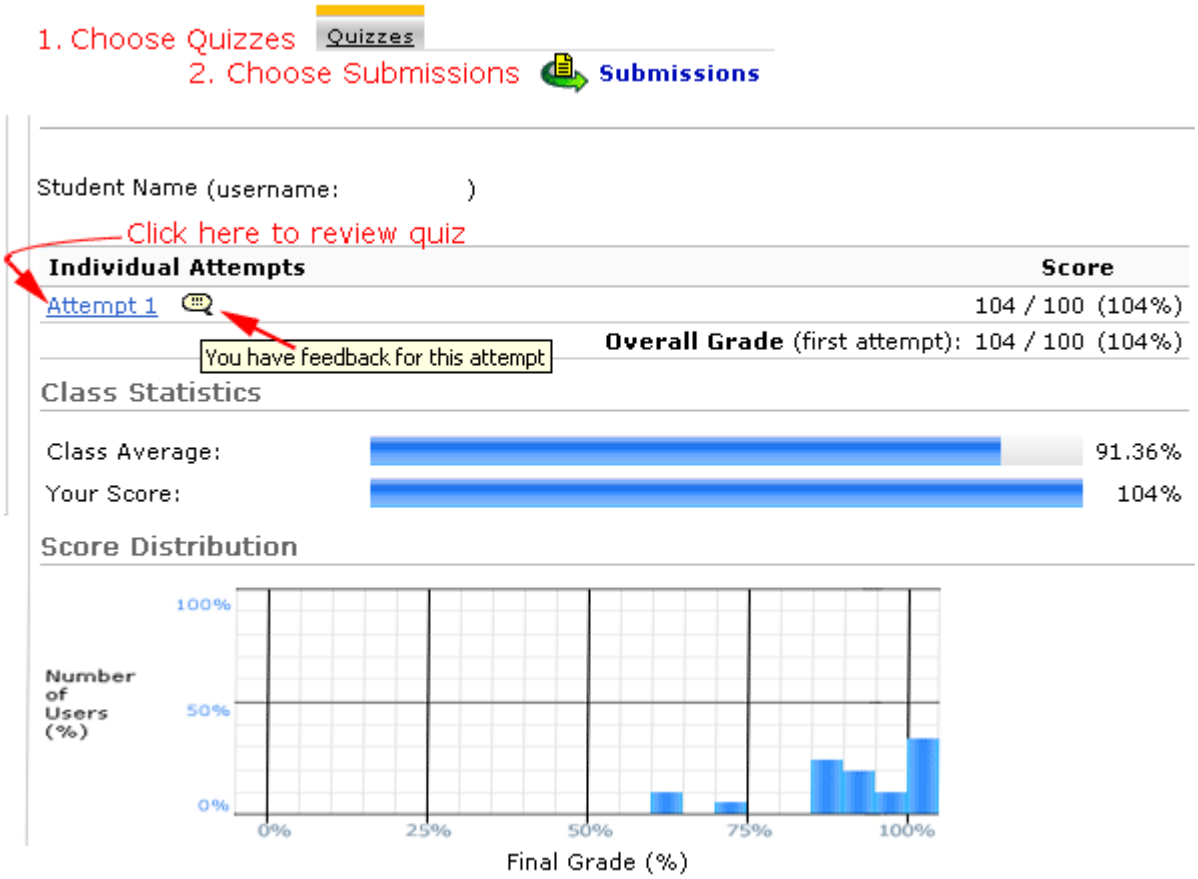
  - Quiz Feedback
    - Open the Quiz
      - Choose Submissions
      - Click on Attempt 1 to see comments, and review your quiz
      - Note your grade and class average
      - see picture below

  - Grades Feedback
    - Open Grades to see your gradebook
      - Grades are recorded on the left, comments on the right
      - see picture below

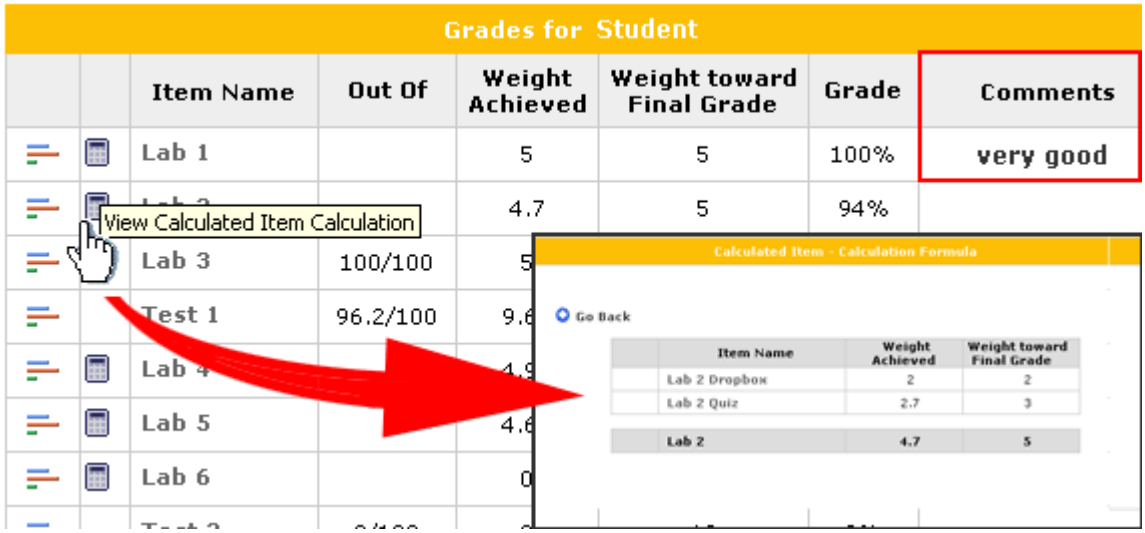
Dropbox Feedback



Quiz Feedback



Grades Feedback
Comments, if any, are on the right
Some grade are calculated, such as a dropbox grade plus a quiz; to see what parts make up the grade,
click the calculator icon



Syllabus **ITSC 1305 – Introduction to PC Operating Systems (3: 2-2)**

Informal Description: The world today is now highly computerized. This course introduces students to computer operating systems, including command line and graphical user interfaces

Textbooks/Reference/Materials

- DOS and the art of the command line, R. Craig Collins (TC Media)
- Optional: a Linux reference, such as Linux for Dummies
  Optional: a Windows book if new to computers, such as Windows for Dummies
- Access to http://www.templejc.edu/dept/cis/CCollins/Collins.htm
- floppy disks and another file storage (home computer, removable USB drive, etc.)

Course Competencies

CIP Code: 11.0101 (Computer and Information Sciences, General)
Course Title: Introduction to PC Operating Systems
Course Level: Introductory
Course 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.
Learning Outcomes: 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.

COURSE CALENDAR

6 Week Semester	16 Week Semester	Notes	Lecture Topics	Labs
Week 1	Week 1		Syllabus/Orientation	
	Week 2		DOS 1-3	Lab 1 due
	Week 3		DOS 5-6	Lab 2 due
Week 2	Week 4		DOS 7, 10	
	Week 5	Review		Lab 3 due
	Week 6	Test 1	Windows A-C	Lab 4 due
Week 3	Week 7		Windows D-F	Lab 5 due
	Week 8		Windows G-I	Lab 6 due
	Week 9	Review	Windows J	
Week 4	Week 10	Test 2	Linux 5	
	Week 11		Linux 8	Lab 7 due
	Week 12		Linux 9	Lab 8 due
Week 5	Week 13		Future issues	Lab 9 due
	Week 14	Review		
	Week 15	Test 3		Capstone Lab 10 due
Week 6	Week 16	Final		

See course website for current semester's calendar, and holidays
Notes:

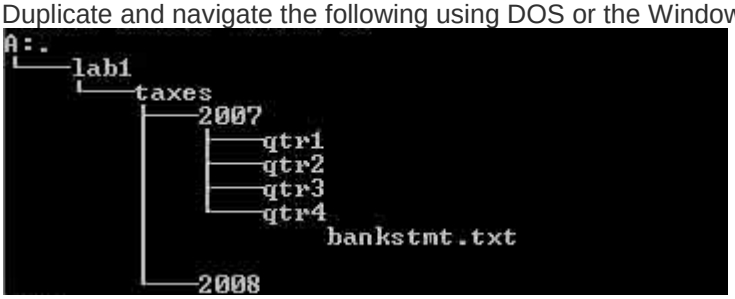
Course Competencies

Students will be able to:

- Discuss operating system tasks
- Explain computer terms
- Identify computer components
- Analyze command syntax
- Differentiate DOS command
- Compose DOS command line entries
- Use hierarchical paths
- Demonstrate wildcard usage
- Construct batch files
- Demonstrate replaceable parameters
- Use a graphical interface to accomplish command line tasks
- Compare and contrast DOS and Windows
- Set up modern operating systems
- Compare and contrast Windows and Linux
- Install an operating system
- Evaluate options while choosing operating systems

Lab Summaries

1. Duplicate and navigate the following using DOS or the Windows Command Prompt



   Zip the lab1 folder, rename as yourname-lab1.zip, and place in the Lab 1 dropbox in D2L
   Take the Lab 1 quiz in D2L; the quiz covers the activity

2. Create files and directories, using copy, xcopy, rename, and wildcards. When complete is should resemble

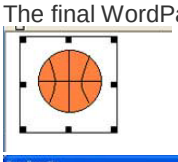
```
A:
     test.doc
     lab2 <dir>
            homework.txt
            homework.ltr
            test <dir>
     lab2bkup <dir>
            test.txt
            test.ltr
            test <dir>
```

   Zip the test document, the lab2 folder and the lab2bkup folder, rename as yourname-lab2.zip, and place in the Lab 2 dropbox in D2L;
   Take the Lab 2 quiz in D2L; the quiz covers the activity

3. Create a test a batch file that can change the prompt, make directories, copy files, etc.
   Create a test a batch file that can duplicate the function of the move command.
   Take the Lab 3 quiz in D2L; the quiz covers the activity

Lab Summaries, continued

4. Use WordPad to record activities in Paint, formatting, Control Panel, shortcuts, and My Computer. Save the WordPad document as yourname-lab4.rtf, and zip. Rename as yourname-lab4.zip, and place in the Lab 4 dropbox in D2L;
   The final WordPad document should resemble the following:



a snippet of a Paint image

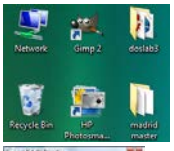
a screenshot of the Mouse Control Panel

a screenshot of file copies, renamed and shortcuts

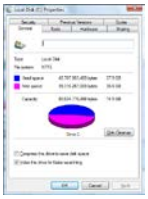
FORMATTED TEXT some formatted text

   Take the Lab 4 quiz in D2L; the quiz covers the activity

5. Use WordPad to record activities in customization, My Computer, properties, and Programs. Save the WordPad document as yourname-lab5.rtf, and zip. Rename as yourname-lab5.zip, and place in the Lab 5 dropbox in D2L;
   The final WordPad document should resemble the following:

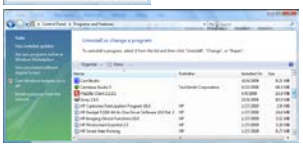


a screenshot of the Network icon on the desktop



a screenshot of the general tab of a Drive's properties

a screenshot of the tools tab of a Drive's properties



a screenshot of the Programs control panel for uninstall

   Take the Lab 5 quiz in D2L; the quiz covers the activity

6. Use Excel and Word to link a chart, explore Sharing, Mapped Network Drives, and the Network Save the Word and Excel documents as yourname-lab6, and zip. Rename as yourname-lab6.zip, and place in the Lab 6 dropbox in D2L; Take the Lab 6 quiz in D2L; the quiz covers the activity

Lab Summaries, continued

7. Use Linux to create files and folders, navigate the folders, remove the files and folders. Explore additional Linux commands.
   Take the Lab 7 quiz in D2L; the quiz covers the activity

8. Install and explore various Linux versions, and graphical user interfaces.
   Take the Lab 8 quiz in D2L; the quiz covers the activity

9. Create a web page in Linux. Save the documents in a folder, and archive as as zip. Rename as yourname-lab9.zip, and place in the Lab 9 dropbox in D2L; There is no quiz for this activity.

Capstone lab, lab 10.
To allow the student to evaluate the operating systems covered in class, based on what they learned. This isn't a research paper, you use your notes, not the Internet. Due the last class period before finals.

The paper must be typed using these guidelines: (Plagiarism will result in a '0' for this lab)

- Title/Cover Sheet
- A 1000+ word report created using Microsoft Word. Will be about 3 pages, double spaced. Must be double spaced using a 12-point Times font and no more than 1 inch margins.
- Must include an introduction and overview.
- Must include a bold, clearly labeled section on the strengths of DOS
- Must include a bold, clearly labeled section on the weaknesses of DOS
- Must include a bold, clearly labeled section on the strengths of Windows
- Must include a bold, clearly labeled section on the weaknesses of Windows
- Must include a bold, clearly labeled section on the strengths of Linux
- Must include a bold, clearly labeled section on the weaknesses of Linux
- The conclusion should include a recap of the high points of the paper, to bolster an expressed opinion of which OS is best for a situation, based on what you learned in class.

Content	**points**
Intro	3
Overview	5
DOS Weakness: **BOLD** Label	3
DOS Weakness Content	5
DOS Strength: **BOLD** Label	3
DOS Strength Content	5
Windows Weakness: **BOLD** Label	3
Windows Weakness Content	5
Windows Strength: **BOLD** Label	3
Windows Strength Content	5
Linux Weakness: **BOLD** Label	3
Linux Weakness Content	5
Linux Strength: **BOLD** Label	3
Linux Strength Content	5
Recap	5
Conclusion	10
Delivery	**points**
Coversheet	3
1000+ words, 12 pt font	20
Double spaced	3
1" Margins	3
Total	100

Syllabus Appendix

R. Craig Collins craig.collins@templejc.edu 254-298-8461

DETAILS: ALL COURSES

Attendance (See also Temple College Attendance Policy)

- Students have the responsibility to consult with the instructor when an absence occurs.
- Students are expected to participate regularly in all classes in which they are enrolled.
    - Students may be dropped due to non-attendance/non-participation prior to the final census, as this accounting impacts the school's finances.
    - If a student is unable to complete a course in which they are registered, it is ***their*** responsibility to withdraw from the course by the appropriate date. I normally do NOT drop students after the final census; again, it is the student's responsibility.
    - Texas State Senate Bill 1231 limits student withdrawals to a total of 6; dropping or being dropped can adversely affect you ability to complete your degree
- If a student stops attending, and fails to withdraw, there are only two options available:
    - Faculty will record the grade earned, usually an "F".
    - Faculty may record an Incomplete, if requested by the student, which allows 30 additional days to complete course work.
    - Please note, a student's financial aid me be impacted by withdrawing or failing, and the student may be required to repay any grants, etc.

Note: The best solution: participate in class… participation almost guarantees passing the class.

- For Traditional Classes:
    - There will be a sign in sheet, or the electronic equivalent for every class, and it is student's responsibility to personally sign in.
    - Arriving late and /or leaving early will cause participation points to be deducted, and a Zero recorded for any quizzes or activities missed.
    - Being tardy can place a burden on the rest of the class, will be reflected on the class roster, and will affect student partition as well.
- For Web Classes:
    - Weekly activities will be posted; not completing the activity on time will cause participation points to be deducted

Note: Having said this, I realize that things come up; all I ask is that students do their best to attend when scheduled, or work with me to schedule a make up.

Labs/Exercises

- Lab Exercises are to be submitted on paper, electronically, or disk, as per the Lab instructions.
- Lab errors can be indicated and returned to the student for correction, if turned in the sufficiently before the due date.
- Due to scheduling, some scheduled lab times may be blended with lecture.
- Students must keep graded items and back-up copies of Labs, and have them available.

Tests

- Traditional Classes: Most tests will be administered in the classroom. Tests will be multiple choice, short answer/essay or true/false and derived from content in the textbook and from lecture. Tests may be administered in the Testing Center at Temple College if designated by the instructor. Call 298-8586 to obtain the Testing Center hours
- Web Classes: Most tests will be administered electronically, or you may opt to be tested in the Testing Center at Temple College. Students may choose any testing facility that offers proctored testing, but the student is responsible for making the arrangements.
- As with the SAT, you are not expected to make a perfect grade on my tests; questions missed by the majority don't count against you, and the highest score set the curve
- Handling of the lowest test score: I will compare the lowest test grade to that section of the comprehensive final, and *may* increase that test score based on marked improvement on the appropriate portion of the comprehensive final exam on that material.
- No make up tests are given; instead, ONE missing regular test grade may be generated by a percentage of how well students scores on the appropriate portion of the comprehensive final exam on that material.

Grade Determination

The instructor reserves the right to reduce a course grade, or fail a student, if assignments, projects, or tests are missed. Students must pass the capstone events (capstone lab and final exam) to pass the course.

Assignment	Number	Total Points
Labs/Projects	10*	50%
Tests	3	30%
Final	1	10%
Class Participation	varies	10%
Total		100%

It is each student's responsibility to insure that all assignments have been turned in and are accurately recorded.

Traditional Scoring is used

A = 100-90 B = 89.9-80 C = 79.9-70 D = 69.9-60 F = 59.9-or below

Handy Student Grade Record:

	1	2	3	4	5	6	7	8	9	10	Average	
Labs												x .5=
Tests												x .4=
Part.												x .1=
											Grade	

Scholastic Policy
Concerning: scholastic dishonesty, classroom behavior, intellectual property, copyrights, computer use, and software:

- All students are expected to submit **their** original work.
- Copying of Labs, projects, tests, or quizzes will not be tolerated and will result in an F.
- Students are responsible for proper use of Intellectual Property and are expected to strictly obey the provisions of all laws of the United States and the State of Texas in the completion of all course activities, taking particular notice of the provisions of the United States Copyright Act (Title 17 United States Code). This law provides that students may legally use, with certain limitations, certain copyrighted materials in the context of research and scholarship. Do not confuse student's ability to legally copy materials under the "fair use" provisions of the Copyright Act with the ability to claim that such a copy is an original work of authorship. It is the student's responsibility to clearly identify all elements in their work that are not "original works of authorship" as defined by the United States Copyright act.
- Permission must be obtained to use ANY electronic device in my classroom, and permission is denied for use of any recordings or class material aside from classroom use.
- All students are to adhere to the Academic Integrity, Attendance, Computer Use, and Cell Phone Policy. Please review the Student Handbook located at http://www.templejc.edu/student_info/StudentInfo.htm pps. 8 (and 38), 12, 13, and 48..

The Fine Print:
This document is not meant to cover every possible occurrence or possibility that might arise in class, and is subject to change. Therefore: The instructor retains the right to modify the course and schedule.

Personal Educational Philosophy:
I have managed to acquire a good bit of knowledge about business, computers and software over the last several years. Some of that knowledge I received from reading, some from teachers, some by asking questions, and some by making huge mistakes. I encourage students to take advantage of the first three methods to avoid the latter; although making mistakes can be an excellent way of learning and reinforces what does and does not work, it tends to be an inefficient learning method!

I would also prefer you to learn material when presented, but the goal is to master the material before the class ends. For that reason, I may adjust your grade 'up' if you show mastery by the end of the class. (See the appropriate section of Tests)

So, please read ahead, get involved, ask questions, and share thoughts with the class. The single best way to pass this class is to be prepared and actually show up, though part of each grade depends on actual participation in class. And, finally, once we get past the groundwork of the first couple of weeks, I intend to have some fun. Be prepared!

Please feel free to contact me by e-mail or phone, with questions, comments, suggestions, and ideas.

About the Instructor: R. Craig Collins (See also my Vitae and Office Hours/Map to Office)

PhD course work in Educational Computing, the University of North Texas
MS, Computer Education and Cognitive Systems, the University of North Texas
BBA w/ Honors, Computer Information Systems, the University of Texas-El Paso

Textbook Authorship
Currently writing, editing, and reviewing textbooks for Scott/Jones Publishing
Lab Activities for the World Wide Web, contributing editor, ISBN 1-57676-039-1
Productivity Software Guide: Paradox 5.0, co-author, ISBN 0-03-011079-3
Mastering Today's Software: Database Mgmt w/ Access, co-author, ISBN 0-03-015537-1
Mastering Today's Software: Database Mgmt w/ Paradox, contributor, ISBN 0-03-011072-6

Employment
Current: Full Time Faculty, *Temple College*
Current: Adjunct Faculty, *University of Mary Hardin-Baylor*
Trainer, Director of Beta Testing, Tech Support; *Creative Education Institute (CEI)*
Curriculum Developer, Trainer, Webmaster; *Center for Occupational Research & Development (CORD)*
Faculty, *Cedar Valley College*
Department Chair, Digital Media Design, *Texas State Technical College*
Asst. Dept. Chair, Computer Networking/Systems Administration, *Texas State Technical College*

Awards
Who's Who in America, Who's Who Among America's Teachers, Who's Who in Education

TEMPLE COLLEGE CAMPUS ATTENDANCE/PARTICIPATION POLICY

Students are subject to being dropped from their courses due to a lack of regular attendance. Most classes at Temple College have regularly scheduled/assigned meeting times, while others are taught in a distance education format via the internet. **For classes that have regularly scheduled/assigned meeting times, regular attendance implies that students are expected to be physically present in the classroom during those regularly scheduled/assigned times, regardless of the method by which the assigned work for the class is completed**. A lack of regular attendance is defined in the following two ways:

1. **At the beginning of each term, a lack of attendance includes:**
   a. 16 week terms – no attendance by the 5th day of the term, including Fridays.[1*]
   b. 11-week terms – no attendance by the 4th day of the term.[1*]
   c. 8-week terms – no attendance by the 2nd day of the term.[2*]
   d. 6-week terms – no attendance by the 2nd day of the term.[2*]
   e. Internet/Hybrid courses – Failure to access your course in the content management system (Temple College's content management system is D2L) and/or the course software as prescribed by the instructor prior to the class day specified above based on the length of the term for the course in which the student is enrolled.

   [1] Requires attendance during the first week of the term
   [2] If your class does not meet every day, you **must** attend the first class to satisfy the initial attendance requirement.
   *Students unable to attend class during the specified times listed above **must** contact their instructor via e-mail prior to the start of classes for that term to avoid being dropped for non-attendance.

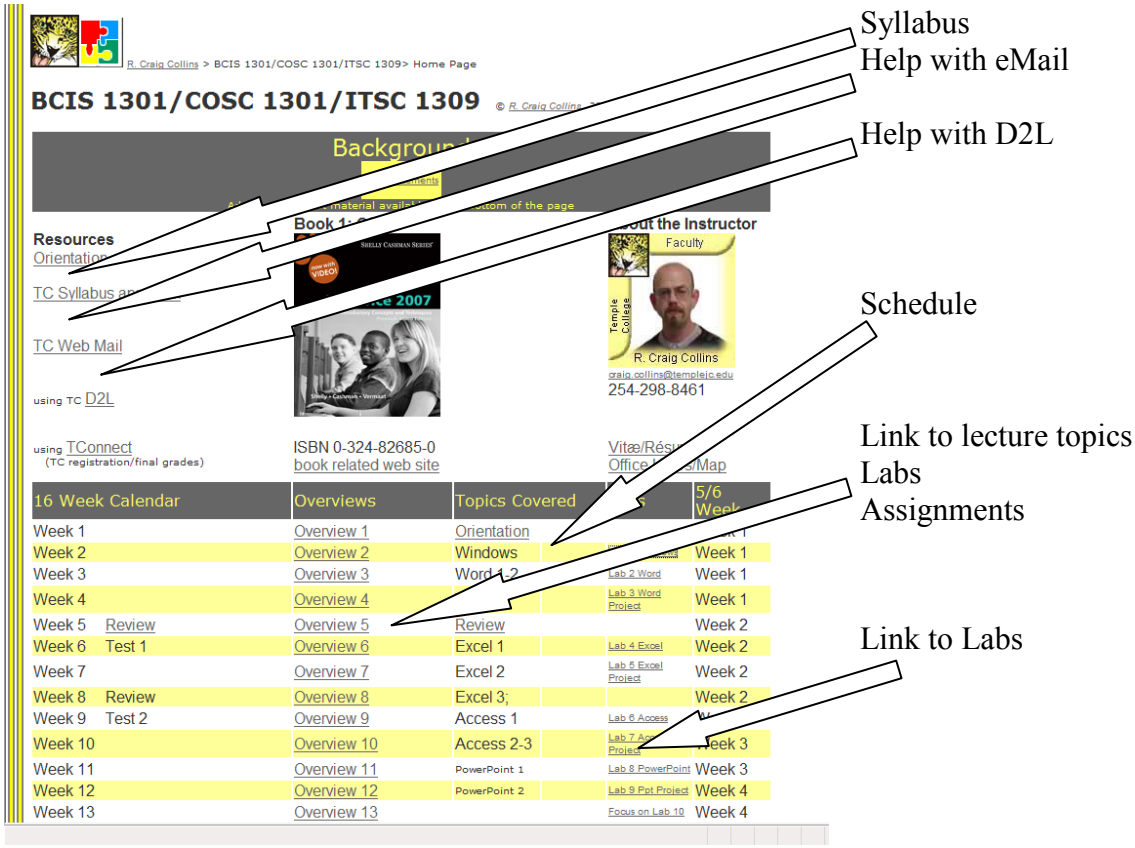
2. **Once initial attendance at the beginning of the term has been satisfied:**
   Regular and punctual class attendance is expected at Temple College. **A lack of regular attendance is defined as missing the equivalent of two weeks of instruction in a sixteen week semester** (the equivalent amount of time may be fewer class periods in shorter terms). For **ALL** courses, attendance includes the completion of assignments by the instructor's posted deadlines. **Failure to adhere to the attendance policy may result in being dropped from the course.**
   Faculty members will maintain an official record of attendance for each course primarily for the purpose of remaining in compliance with federal financial aid regulations. Attendance requirements for some programs may be more stringent than the general policy discussed above as required by program specific accreditation agencies and/or the Texas Higher Education Coordinating Board (THECB).

Students who expect to be absent because of religious holy days should contact the Vice President of Educational Services for details concerning Texas Education Code 51.911.

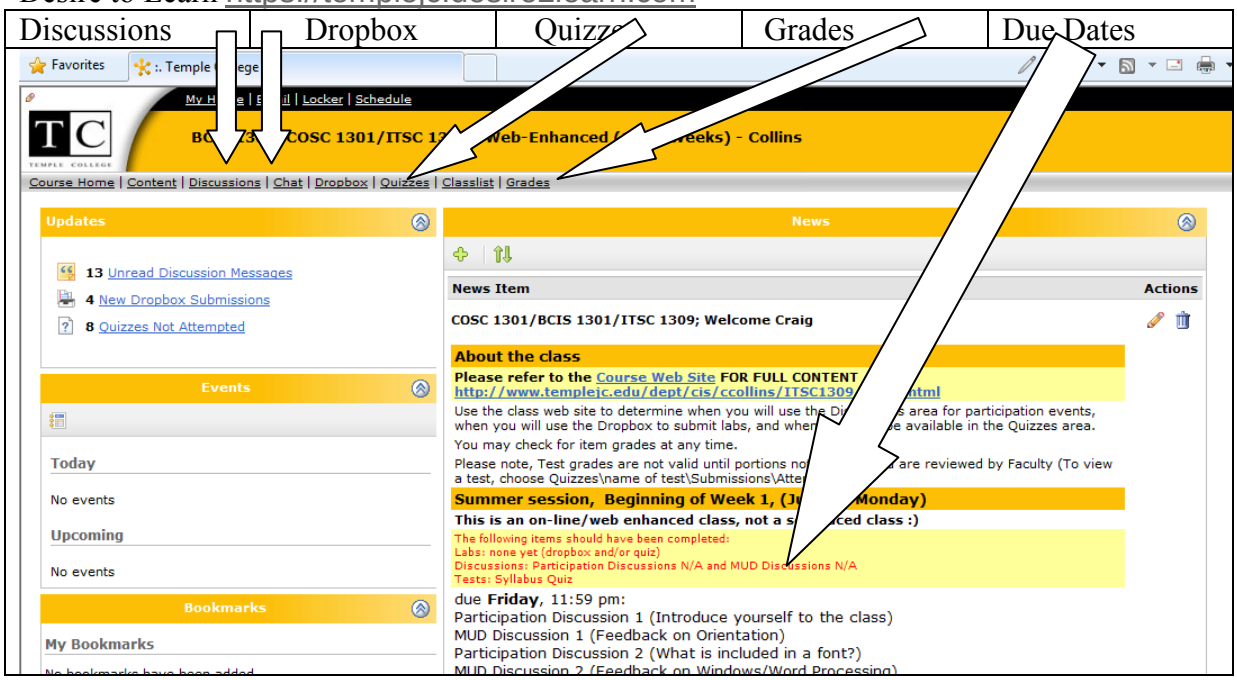
Reinstatement to classes at Temple College is initiated only for the purposes of correcting an institutional error. Students who (1) are dropped by faculty for non-attendance, or (2) initiate a drop on their own are not eligible for reinstatement.

How to use web resources

Schedule: On the class web site http://www.templejc.edu/dept/cis/ccollins/collins.htm then choose class



Desire to Learn https://templejc.desire2learn.com



Summer classes are FAST paced: 1 week in the summer is THREE weeks in the Spring
You have to read ahead, and find time to work on homework OUTSIDE of class.