Southeastern TECHNICAL COLLEGE

**Operating Systems Concepts
CIST 1130
COURSE SYLLABUS
Hybrid
Fall Semester 2015**

Semester: Fall 2015 201612
Course Title: Operating Systems Concepts
Course Number: CIST 1130
Credit Hours/ Minutes: 3/3750
Class Location: Room 6204 Bldg. 6 Swainsboro Campus
Class Meets: Tue and Thu 8 - 9:15 / 15 weeks 60% in class and 40% online
CRN: 20058

Instructor: Mr. Jamie Powers
Office Phone: 478-289-2221
FAX: 478-289-2214
Office Hours: 2:00 – 4:30 Monday - Thursday
Office Location: Room 6204, Building 6 Swainsboro

Email: jpowers@southeasterntech.edu
LabConnection Class Code: 20058
Tutoring Hours: By Appointment

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT:

A+ Guide to Software, 6th Edition
includes LabConnection Printed Access Card for A+ Guide to Software, 2nd, 6th Edition- ISBN: 9781285777511
Jean Andrews
ISBN-13: 9781133135135
704 Pages Hardcover
Previous Editions: 2010, 2007, 2006
©2013 Published

**BOOK & LAB CONNECTION BUNDLED TOGETHER. ISBN # 9781285937229
Contact STC Bookstore: 478-289-2217 or stcbookstore@southeasterntech.edu**

REQUIRED SUPPLIES: use STC computers or a computer with XP, VISTA, Win 7 or 8, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, Internet Explorer 7 or later, Windows Media Player 10.0 or later, Adobe Reader, optional: 128 mb or higher USB Flash Drive **Note: Students will be saving their work via the Coursemate LabConnection and thru ANGEL. Internet access required. Students are required to have all books and supplies on the first day of class.**

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION: Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals, managing storage, file systems, hardware and system resources, troubleshooting, diagnostics, and maintenance of operating systems, and networking. This course is designed to help prepare students for the CompTIA A+ certification examination.

MAJOR COURSE COMPETENCIES/OUTLINE: Operating System Fundamentals; Installing, Configuring, and Updating Operating Systems; Managing Storage, File Systems, Hardware, and System Resources; Troubleshooting, Diagnostics, and Maintenance of Operating Systems; Networking

PREREQUISITE(S): Program Admission

COURSE OUTLINE: Use Semester State Standards

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:
1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Hybrid Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. **Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached calendar.**

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 PM on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Assignments will be submitted via the Remote Lab Information Delivery System (CITRIX – IDS) or emailed to the instructor, Angel, and SAM. **Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc…): Students are required to take all tests scheduled during the semester. Failure to take Angel/SAM Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. Note: If student notifies instructor about exam problems because of technical issues after the due date or on the last day of the semester, the student will **NOT** be allowed to make-up the exam. **No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at 11:55 PM. See Lesson Plan.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

Grading Policy			Grading Scale		
Review Questions	20%		A	EXCELLENT	100-90
Lab Connection	25%		B	GOOD	89-80
Discussion Board Projects	15%		C	SATISFACTORY	79-70
Tests/Exams	35%		D*	POOR	69-60
Unannounced Quizzes	5%		F*	FAILING	59 and below
TOTAL	100%		* Grade of D or below results in student repeating the class		

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

Discussion Board Project/Problems Grading Rubric					
Performance	**Exceptional 100**	**Proficient 90**	**Satisfactory 70**	**Poor 50**	**Unacceptable 0**
Grammar/ Spelling **25%**	•No grammatical or spelling errors	•Grammatical and Spelling errors are few and cause no comprehension problems	•Grammatical and spelling errors cause the reader to reread many parts of the post	•Grammatical and spelling errors are frequent making post confusing to read and comprehend	•Grammatical and spelling errors are so numerous the post is hard or impossible to comprehend
Points	25	22.5	17.5	12.5	0
Posts & Word Count **25%**	•Posts early to allow time to read and reply to 4 posts •125-150 words in main thread	•Posts early to allow others time to read and reply to 3 posts •80-124 words in main thread	•Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •26-79 words in main thread	•Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •0-26 words in main thread	•No posted response to the main thread
Points	**25**	**22.5**	**17.5**	**12.5**	**0**
Scope of Solution **NO COPYING AND PASTING FROM WEBSITES** **If any information comes from a website it must be cited as a resource** **25%**	•Content provides a thorough frame of reference for comprehending the solution •An original solution is provided •Numerous resources listed	•Content provides appropriate factual data but is not original or complete to solve problem or topic •Resources listed	•Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution •Few resources listed	•Content is not a realistic solution to the problem or topic •Only 1 resource listed	•Content fails to offer a conscientious solution to selected problem or topic •No resources listed
Points	**25**	**22.5**	**17.5**	**12.5**	**0**
Explanation **25%**	•All steps are covered •Questions are answered correctly	•Most steps are covered and answered correctly	Most steps are covered but not answered correctly	•Less than half of the steps are covered and answered correctly	•No steps are covered or answered
Points	**25**	**22.5**	**17.5**	**12.5**	**0**

Date	Chapter / Lesson	Content *Gray indicates work as online	Assignments & Tests Due	*Competency Area
CIST 1130 OPERATING SYSTEMS CONCEPTS **FALL Semester 2015 Lesson Schedule Fiscal Year 201612**				
WEEK 1				
Mon Aug 17	Semester Begins			
Tue Aug 18		Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage	Read, print and sign first day documents. Logon to the course on ANGEL. **Logon to the course on ANGEL** **All students:** Review information found under the **Course Information** and **Course Documents** folders before beginning course work. Read all documents located under **Start Here** folder and complete the **Start Here Acknowledgement** discussion before beginning course work. Reply to welcome email from Instructor.	
Wed Aug 19			To begin, go to **Lessons – Week1**. Complete each item in order to maintain attendance for the class. You have assignments to complete that are due at the end of each week. **Read Chapter 1 of the book**. If you have not received your book, there is a link on Angel to a file you can use. There are only links for the first three chapters.	1 a,c
Thu Aug 20			Class lecture/discussion. Take notes and ask questions. Create LabConnection account. See Angel for instructions. **You must have the LabConnection keycode in order to start. To join the class, use the class code 20058.**	1 a,c
**Week 1 assignments must be completed and turned in before 11:55 PM Aug 24				
WEEK 2				
Mon Aug 24			**Read Chapter 1 of the book**. If you have not received your book, there is a link on Angel to a file you can use. There are only links for the first three chapters.	1 a,c
Tue Aug 25	**1**	**Introducing Windows Operating Systems**	Class lecture. Take notes and ask questions.	1 a,c
Wed Aug 26			Do Chapter 1 **Review Questions** on ANGEL	1 a,c
Thu Aug 27	**1**	**Lab**	Do all **Lab Connection** Chapter 1 labs	1 a,c
**Week 2 assignments must be completed and turned in before 11:55 PM Sep 1				

			WEEK 3		
Mon Aug 30	**2**	**Installing Windows**	**Read Chapter 2 of the book**. If you have not received your book, there is a link on Angel to a file you can use. There are only links to the first three chapters. Class lecture. Take notes and ask questions.	
Tue Sep 1			Do Chapter 2 **Review Questions** on ANGEL	1,2 a,c
Wed Sep 2			Do **Discussion Board 1** on ANGEL	1,2 a,c
Thu Sep 3			Do all **Lab Connection** Chapter 2 labs	1,2 a,c
**Week 3 assignments must be completed and turned in before 11:55 PM Sep 7					
			WEEK 4		
Mon Sep 7	**H**	**HOLIDAY**		
Tue Sep 8		**Lab/Test**	Install Windows 7 and/or 8	1,2 a,c
Wed Sep 9			Do **Discussion Board 2** on ANGEL **Review for Test**	1,2 a,c
Thu Sep 10		**Lab/Test**	Take **Test 1 Chap 1 & 2** on ANGEL	1,2 a,c
**Week 4 assignments must be completed and turned in before 11:55 PM Sep 14					
			WEEK 5		
Mon Sep 14			**Read Chapter 3 of the book**. If you have not received your book, there is a link on Angel to a file you can use. There are only links to the first three chapters.	1,4 a,c
Tue Sep 15	**3**	**Maintaining Windows**	Class lecture. Take notes and ask questions.	1,3,4 a,c
Wed Sep 16			Do Chapter 3 **Review Questions** on ANGEL Do **Discussion Board 3** on ANGEL	1,3,4 a,c
Thu Sep 17		**Lab/Test**	Do **Lab Connection** Chapter 3 labs **Complete Backup Quiz on Angel**	1,3,4 a,c
**Week 5 assignments must be completed and turned in <u>before</u> 11:55 PM on Sep 21					
			WEEK 6		
Mon Sep 21			**Read Chapter 4 of the book.**	1,2,3,4 a,c
Tue Sep 22	**4**	**Optimizing Windows**	Class lecture. Take notes and ask questions.	1,2,3,4 a,c
Wed Sep 23			Do Chapter 4 **Review Questions** on ANGEL Do **Lab Connection** Chapter 4 labs **Review for Test**	1,2,3,4 a,c
Thu Sep 24		**Lab/Test**	Take **Test 2 Chap 3 & 4** on ANGEL	1,2,3,4 a,c
**Week 6 assignments must be completed and turned in before 11:55 PM Sep 28					

			WEEK 7	
Mon Sep 28			**Read Chapter 5 of the book.**	4 a,c
Tue Sep 20	**5**	**Troubleshooting Windows and Applications**	Class lecture. Take notes and ask questions.	4 a,c
Wed Sept 30			Do Chapter 5 **Review Questions** on ANGEL Do **Discussion Board 4** on ANGEL	4 a,c
Thu Oct 1		**Lab/Test**	Do **Lab Connection** Chapter 5 labs	4 a,c
			****Week 7 assignments must be completed and turned in before 11:55 PM Oct 5**	
			WEEK 8	
Mon Oct 5			**Read Chapter 6 of the book.**	4 a,c
Tue Oct 6	**6**	**Troubleshooting Windows Startup Problems**	Class lecture. Take notes and ask questions.	4 a,c
Wed Oct 7			Do Chapter 6 **Review Questions** on ANGEL Do **Lab Connection** Chapter 6 labs **Review for Test**	4 a,c
Thu Oct 8		**Lab/Test**	Take **Test 3 Chap 5 & 6** on ANGEL	4 a,c
			****Week 8 assignments must be completed and turned in before 11:55 PM Oct 12**	
			WEEK 9	
Mon Oct 12			**Review for midterm exam.**	1,2,3,4 a,c
Tue Oct 13		**MIDTERM OF SEMESTER**	**Review for midterm exam.**	1,2,3,4 a,c
Wed Oct 14			**Review for midterm exam.**	1,2,3,4 a,c
Thu Oct 15		**Lab/Test**	Take **Midterm Exam** on ANGEL	1,2,3,4 a,c
			****Week 9 assignments must be completed and turned in before 11:55 PM Oct 19**	
			WEEK 10	
Mon Oct 19			**Read Chapter 7 of the book.**	5 a,c
Tue Oct 20	**7**	**Connecting to and Setting Up a Network**	Class lecture. Take notes and ask questions.	5 a,c
Wed Oct 21			Do **Discussion Board 5** on ANGEL	5 a,c
Thu Oct 22		**Lab/Test**	Do **Lab Connection** Chapter 7 labs	5 a,c
			****Week 10 assignments must be completed and turned in before 11:55 PM Oct 26**	

WEEK 11				
Mon Oct 26			Do Chapter 7 **Review Questions** on ANGEL	5 a,c
Tue Oct 27		**Lab/Test**	Do **Discussion Board 6** on ANGEL	5 a,c
Wed Oct 28			**Read Chapter 8 of the book.**	5 a,c
Thu Oct 29	**8**	**Windows Resources on a Network**	Class lecture. Take notes and ask questions.	3,5 a,c
****Week 11 assignments must be completed and turned in BEFORE 11:55 PM Nov 2**				
WEEK 12				
Mon Nov 2			Do Chapter 8 **Review Questions** on ANGEL	3,5 a,c
Tue Nov 3		**Lab/Test**	Do **Lab Connection** Chapter 8 labs	3,5 a,c
Wed Nov 4			**Review for Test**	3,5 a,c
Thu Nov 5		**Lab/Test**	Take **Test 4 Chap 7 & 8** on ANGEL	3,5 a,c
****Week 12 assignments must be completed and turned in BEFORE 11:55 PM Nov 9**				
WEEK 13				
Mon Nov 9			**Read Chapter 9 of the book.**	2,3,4 a,c
Tue Nov 10	**9**	**Security Strategies**	Class lecture. Take notes and ask questions.	2,3,4 a,c
Wed Nov 11			Do Chapter 9 **Review Questions** on ANGEL Do **Discussion Board 7** on ANGEL	2,3,4 a,c
Thu Nov 12		**Lab/Test**	Do **Lab Connection** Chapter 9 labs	2,3,4 a,c
****Week 13 assignments must be completed and turned in BEFORE 11:55 PM Nov 16**				
WEEK 14				
Mon Nov 16			**Read Chapter 10 of the book.** **Complete Course Evaluation on BannerWeb!**	2,3,4 a,c
Tue Nov 17	**10**	**Mobile Devices and Client-side Virtualization**	Class lecture. Take notes and ask questions.	2,3,4 a,c
Wed Nov 18			Do Chapter 10 **Review Questions** on ANGEL Do **Lab Connection** Chapter 10 labs **Review for Test**	2,3,4 a,c
Thu Nov 19		**Lab/Test**	Take **Test 5 Chap 9 & 10** on ANGEL	2,3,4 a,c
****Week 14 assignments must be completed and turned in BEFORE 11:55 PM Nov 23**				

WEEK 15				
Mon Nov 23			Do **Discussion Board 8** on ANGEL **Complete Course Evaluation on BannerWeb!**	1,2,3,4,5 b,c
Tue Nov 24			**Review for Final Exam**	1,2,3,4,5 b,c
Wed Nov 25			**Review for Final Exam**	1,2,3,4,5 b,c
26 28	**HOLIDAY**			
WEEK 16				
Mon Nov 30			**Review for Final Exam**	1,2,3,4,5 b,c
Tue Dec 1			**Review for Final Exam**	1,2,3,4,5 b,c
Wed Dec 2			**Review for Final Exam**	
Thurs Dec 3		**Last Day of Class**	Take **FINAL EXAM** on ANGEL. Due by end of class (9:15 am) Dec 3.	

MAJOR COURSE COMPETENCIES
1. Operating System Fundamentals
2. Installing, Configuring, and Upgrading Operating Systems
3. Managing Storage, File Systems, Hardware, and System Resources
4. Troubleshooting, Diagnostics, and Maintenance of Operating Systems
5. Networking

GENERAL EDUCATION CORE COMPETENCIES
a The ability to utilize standard written English.
b The ability to solve practical mathematical problems.
c The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.