



**CIST1135 Operating Systems and Virtual/Cloud Computing  
COURSE SYLLABUS  
Online Asynchronous  
Fall Semester 2023 (202412)**

**Course Taught Fully Online Asynchronously (does not require students to be online at specific dates/times). Proctored Event is required.**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/4500

Class Location: Online

Class Meets: Online for 15 weeks, August 21, 2023 – December 11, 2023

Course Reference Number (CRN): 20113

Preferred Method of Contact: Email [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: **Mr. Jamie Powers**

Email: [Jamie Powers \(jpowers@southeasterntech.edu\)](mailto:jpowers@southeasterntech.edu)

Campus/Office Location: **2106 Building 2 Swainsboro Campus**

Office Hours: **2:30 – 5:00 pm MTWR and by appointment**

Phone: **478-289-2221**

Fax Number: **478-289-2276**

Tutoring Hours (if applicable): **Made by appointment with instructor by email**

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

**REQUIRED TEXT**

No Text Purchase is required. Students will access the e-textbook which is included with the TestOut website course program. Students are required to purchase the **Access Code:**

**TestOut Library Bundle ISBN 978-1-935080-74-9 for one year access to all TestOut courses or**

**TestOut PC Pro ISBN 978-1-935080-42-8 for just CIST1122 and CIST1135**

**from the STC Bookstore ([stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu)) 912-538-3129, or from [www.TestOut.com](http://www.TestOut.com).**

Students can use discount code **14-232TA** on product website. TestOut PC Pro will be used for the CIST1135 and CIST1122 and will only need to be purchased once. Students will be given the registration information before class begins.

**REQUIRED SUPPLIES & SOFTWARE**

Use STC computers or a computer with XP, VISTA, Win 7, 8, or 10, 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 **Google**

**Chrome (preferred)**, Windows Media Player 10.0 or later, Adobe Reader, optional: 128 mb or higher USB Flash Drive, **Headphones.** **Note: Students will be saving their work via the TESTOUT LabSim and thru BLACKBOARD.** **Internet access required. Students are required to have TestOut access code on the first day of class.**

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (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 take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **COURSE DESCRIPTION**

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

## **MAJOR COURSE COMPETENCIES**

1. Hardware
2. Troubleshooting, Repair and Maintenance
3. Operating Systems and Software
4. Networking
5. Security
6. Operational Procedures

## **PREREQUISITE(S)**

Program Admission

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College 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.

## **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on XXXX of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending enough time during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

## **ONLINE ATTENDANCE**

It is the student's responsibility 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, stops attending, or receives an "F" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 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.

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

## **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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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 assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. **Students are required to bring a photo ID (STC Student ID, Driver's License, or Passport) to the proctored event.** The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, December 12, 2023 at 3:00 PM in the Gillis Building, Room 818 and Swainsboro Campus, December 12, 2023 at 10:00 Am in Building 2, Room 2106.**

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

Contact your instructor to determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

**PROCEDURE FOR ACADEMIC MISCONDUCT**

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

**1. 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.

**2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

**3. 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 third 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**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a></p>	<p>Melanie Walker, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:mwalker@southeasterntech.edu">Melanie Walker (mwalker@southeasterntech.edu)</a></p>

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

## GRADING POLICY

Assessment/Assignment	Percentage
LabSim Labs	30%
Exams	30%
Discussions	10%
Final Exam	30%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## TENTATIVE—SUBJECT TO CHANGE

### CIST1135 Operating Systems & Virtual Cloud Computing

#### Fall Semester 2023 Lesson Plan

**Key:** Aug = August, Sep = September, Oct = October, Nov = November, Dec = December, min = minutes, ques = questions

Week/Date	Chapter	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 1 Aug 21 - 28		<p><b>First Day of Class:</b> Class Introduction – Syllabus, Outline, Work Ethics, Rules &amp; Regulations coverage</p> <p><b>REQUIRED FOR THE COURSE</b></p> <p>Managing E-Mail Messages with STC Office 365 MAIL</p> <p>Login to Blackboard, click the first assignment and then enter the TestOut access code. <b>DO NOT CREATE THE TESTOUT ACCOUNT THROUGH THEIR WEBSITE.</b></p>	<p><b>Semester Begins</b></p> <p><b>Login to BLACKBOARD</b></p> <p>Complete <b>Pledge</b> and <b>Student Introduction</b> on Blackboard. <b>These 2 tasks must be completed no later than August 23, 2023 to remain in this class.</b></p> <p><b>TESTOUT LabSim is used for CIST 1135 and CIST 1122. Students will complete designated activities for CIST 1135 as indicated on each assignment sheet. The activities that are not completed in CIST 1135, will be done in CIST 1122</b></p> <p><b>Click on the first Chapter link under lessons and enter your code. You must have the TestOut key code in order to start.</b></p> <p>For each Chapter in the TestOut you will watch a video/demonstration, read the information given, complete a simulation and then answer the questions at the end.</p> <p>Complete from <b>Chapter 1.0 - Computing Overview</b></p> <ul style="list-style-type: none"> <li>• 1.1 Course Introduction (144 min)</li> </ul> <p>Complete from <b>Chapter 4.0 - Operating Systems Basics</b></p> <ul style="list-style-type: none"> <li>• 4.1 Operating Systems (21 min)</li> <li>• 4.2 Windows Basics (74 min)</li> <li>• 4.3 Linux Basics (26 min)</li> <li>• 4.4 Mac OS Basics (45 min)</li> </ul> <p><b>Week 1 assignments must be completed and turned in before 11:59 PM Aug 28</b></p>	a, c
	1.0	<b>Computing Overview</b>		
	4.0	<b>Operating System Basics</b>		

<b>Week/Date</b>	<b>Chapter</b>	<b>Content: SUBJECT TO CHANGE</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week 2 Aug 28 – Sep 5	<b>5.0</b>	<b>Storage</b>	Complete from <b>Chapter 5.0 - Storage</b> <ul style="list-style-type: none"> <li>• 5.1 Storage Devices (24 min)</li> <li>• 5.2 SATA (40 min)</li> <li>• 5.3 Optical Media (30 min)</li> <li>• 5.4 RAID (60 min)</li> <li>• 5.5 File Systems (110 min)</li> </ul> <b>Week 2 assignments due before 11:59 PM Sep 5</b>	3 a,b,c
Week 3 Sep 5 - 11	<b>5.0</b>	<b>Storage</b>	Complete from <b>Chapter 5.0 - Storage</b> <ul style="list-style-type: none"> <li>• 5.6 Storage Management (46 min)</li> <li>• 5.7 Storage Spaces (47 min)</li> <li>• 5.8 Disk Optimization (61 min)</li> <li>• 5.9 Storage and RAID Troubleshooting (45 min)</li> </ul> <b>Discussion Board 1 (online)</b> <b>Week 3 assignments due before 11:59 PM Sep 11</b>	3 a,b,c
Week 4 Sep 12 - 18	<b>6.0</b>	<b>System Implementation</b>	Complete from <b>Chapter - 6.0 System Implementation</b> <ul style="list-style-type: none"> <li>• 6.1 Windows Pre-Installation (22 min)</li> <li>• 6.2 Windows Installation (82 min)</li> <li>• 6.3 Cloud Computing (28 min)</li> <li>• 6.4 Virtualization (63 min)</li> </ul> Complete <b>Exam 1</b> in TestOut – Covers Chapters 1, 4, 5, 6 (online) <b>Week 4 assignments due before 11:59 PM Sep 18</b>	3,5 a, c
Week 5 Sep 19 - 25	<b>7.0</b>	<b>System Management 1</b>	Complete from <b>Chapter 7.0 - System Management 1</b> <ul style="list-style-type: none"> <li>• 7.1 Windows System Tools (103 min)</li> <li>• 7.2 Windows Settings (27 min)</li> <li>• 7.3 Performance Monitoring (29 min)</li> <li>• 7.4 Windows Application Management (75 min)</li> </ul> <b>Week 5 assignments due before 11:59 PM Sep 25</b>	4,5,6 a,c



<b>Week/Date</b>	<b>Chapter</b>	<b>Content: SUBJECT TO CHANGE</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week 6 Sep 26 – Oct 2	<b>7.0</b>	<b>System Management 1</b>	Complete from <b>Chapter 7.0 - System Management 1</b> <ul style="list-style-type: none"> <li>• 7.5 Linux Application Management (40 min)</li> <li>• 7.6 Digital Content Management (27 min)</li> <li>• 7.7 Virtual Memory (37 min)</li> <li>• 7.8 Windows and Application Troubleshooting (48 min)</li> <li>• 7.9 Scripting Basics (30 min)</li> </ul> <b>Discussion Board 2 (online)</b> <b>Week 5 assignments due before 11:59 PM Oct 2</b>	4,5,6 a,c
Week 7 Oct 3 - 9	<b>8.0</b>	<b>System Management 2</b>	Complete from <b>Chapter 8.0 - System Management 2</b> <ul style="list-style-type: none"> <li>• 8.1 Active Directory (103 min)</li> <li>• 8.2 Users and Groups (70 min)</li> <li>• 8.3 Remote Services (62 min)</li> <li>• 8.4 VPN (39 min)</li> </ul> <b>Week 7 assignments due before 11:59 PM Oct 9</b>	4,5,6 a,c
Week 8 Oct 10 - 16	<b>8.0</b>	<b>System Management 2</b>	Complete from <b>Chapter 8.0 - System Management 2</b> <ul style="list-style-type: none"> <li>• 8.5 Updates (39 min)</li> <li>• 8.6 System Backup (75 min)</li> <li>• 8.7 System Recovery (58 min)</li> <li>• 8.8 Windows Boot Errors (109 min)</li> </ul> <b>Week 8 assignments due before 11:59 PM Oct 16</b>	1,2,3,4 a,c
Week 9 Oct 17 – Oct 23	<b>9.0</b>	<b>File Management</b>	Complete from <b>Chapter 9.0 - File Management</b> <ul style="list-style-type: none"> <li>• 9.1 Manage Files on Windows (77 min)</li> <li>• 9.2 NTFS and Share permissions (77 min)</li> <li>• 9.3 File Encryption (60 min)</li> <li>• 9.4 Linux File Management (102 min)</li> </ul> Complete <b>Exam 2</b> in TestOut – Covers Chapters 7-9 (online) <b>Week 9 assignments due before 11:59 PM Oct 23</b>	1,2,3,4 a,c

Week/Date	Chapter	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 10 Oct 24 - 30	<b>10.0</b>	<b>Peripheral Devices</b>	Complete from <b>Chapter 10.0 - Peripheral Devices</b> <ul style="list-style-type: none"> <li>• 10.1 Peripheral Devices (19 min)</li> <li>• 10.2 Display Devices (48 min)</li> <li>• 10.3 Display, Video, and Projector Troubleshooting (33 min)</li> <li>• 10.4 Device Driver Management (57 min)</li> <li>• 10.5 Device Driver Troubleshooting (51 min)</li> </ul> <b>Discussion Board 3 (online)</b> <b>Week 10 assignments due before 11:59 PM Oct 30</b>	1,2,3,4 a,c
Week 11 Oct 31 – Nov 6	<b>11.0</b> <b>12.0</b>	<b>Networking</b> <b>Mobile Devices</b>	Complete from <b>Chapter 11.0 - Networking</b> <ul style="list-style-type: none"> <li>• <b>11.1</b> Networking Overview (31 min)</li> <li>• 11.2 Networking Ports and Protocols (34 min)</li> <li>• 11.3 Client-Side Network Configuration (75 min)</li> <li>• 11.8 Command Line Network Utilities (39 min)</li> </ul> Complete from <b>Chapter 12.0 - Mobile Devices</b> <ul style="list-style-type: none"> <li>• 12.1 Laptops (58 min)</li> <li>• 12.2 Mobile Device Displays and Components</li> <li>• 12.3 Laptop Power Management (57 min)</li> </ul> <b>Discussion Board 4 (online)</b> Complete <b>Exam 3</b> in TestOut – Covers Chapters 10-12 (online) <b>Week 11 assignments due before 11:59 PM Nov 6</b>	1,2,3,4 a,c
Week 12 Nov 7 - 13	<b>14.0</b>	<b>Security</b>	Complete from <b>Chapter 14.0 - Security</b> <ul style="list-style-type: none"> <li>• 14.1 Security Best Practices (33 min)</li> <li>• 14.2 Incident Response and Regulated Data (33 min)</li> <li>• 14.3 Physical Security (23 min)</li> <li>• 14.4 Logical Security Measures (84 min)</li> <li>• 14.5 Social Engineering Attacks (45 min)</li> </ul> <b>Week 12 assignments due before 11:59 PM Nov 13</b>	2,4 a,c

Week/Date	Chapter	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 13 Nov 14 - 27	<b>14.0</b>	<b>Security</b>  <b>Thanksgiving week 11/20 – 11/24 No Classes</b>	Complete from <b>Chapter 14.0 - Security</b> <ul style="list-style-type: none"> <li>• 14.7 Malware Protection (64 min)</li> <li>• 14.8 Firewalls (44 min)</li> <li>• 14.10 Install, Configure, and Secure Browsers (42 min)</li> <li>• 14.11 Security Troubleshooting (30 min)</li> </ul> Complete <b>Exam 4</b> in TestOut – Covers Chapter 14 (online) <b>Week 13 assignments due before 11:59 PM Nov 27</b>	2,3,4 a,c
Week 14 Nov 28 – Dec 4	<b>15.0</b>	<b>Capstone Exercises</b>	Complete from <b>Chapter 15.0 – Capstone Exercises</b> <ul style="list-style-type: none"> <li>• 15.3 Troubleshoot System Startup</li> <li>• 15.5 Configure the Windows Operating System</li> <li>• 15.7 Configure Linux</li> </ul> <b>Discussion Board 5</b> (online) <b>Week 14 assignments due before 11:59 PM Dec 4</b>	1-6 a,b,c
Week 15 Dec 5 - 11			<b>Complete Practice Exam to prepare for the final exam-this will not count for a grade.</b> (online) <b>Week 15 assignments due before 11:59 PM Dec 11</b>	1-6 a, b, c
<b>Final Dec 12</b>		<b>Final Exam</b>	<b>PROCTORED FINAL EXAM, see above Proctored Exam section for date, time and location on each campus.</b>	1-6 a, b, c

**Competency Areas: (will vary for each course/taken from state standards)**

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

**GENERAL CORE EDUCATIONAL 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.

**GENERAL CORE EDUCATIONAL COMPETENCIES**

- d) The ability to utilize standard written English.
- e) The ability to solve practical mathematical problems.
- f) The ability to read, analyze, and interpret information.

## Discussion Board Grading Rubrics:

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment <u>if</u> the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.