



**CIST 2411 Microsoft Client
COURSE SYLLABUS
ONLINE**

**Fall Semester A 2016 Fiscal Year 201712
Aug 15, 2016 – Oct 6, 2016 Mini Semester A
Tentative – SUBJECT to CHANGE**

Semester: Semester 2016 FY 201712
Course Title: Microsoft Client
Course Number: CIST 2411
Credit Hours/ Minutes: 4 / 4500
Class Location: GVTC/Blackboard
Class Meets: via Internet / 7 ½ weeks
crn: 20120

Instructor: Ms. Stephanie Moye
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Office Hours: 2:00 4:30 Monday – Thursday
Office Location: 813
Email: smoye@southeasterntech.edu
Perferred method of contact: **STC OWL Mail**

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 Client Pro ISBN: 978-1-935080-45-9 from the STC Bookstore** or from www.TestOut.com. Students will be given the registration information before class begins. Students who prefer to purchase a book as a resource, may obtain the book information from the instructor.

REQUIRED SUPPLIES: 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 **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 the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BLACKBOARD 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 the ability to implement, administer, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE:

1. Installing and Upgrading Windows Client
2. Configuring and Troubleshooting Post-Installation System Settings
3. Configuring Windows Security Features
4. Configuring Network Connectivity
5. Configuring Applications Included with Windows Client
6. Maintaining and Optimizing Systems That Run Windows Client
7. Configuring and Troubleshooting Mobile Computing

PREREQUISITE(S): Program acceptance

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- 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.

STUDENT REQUIREMENTS (Online): 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.

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 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 are expected to attend the required proctored campus exam. **Students are also expected to complete all chapter work, project assignments, discussion boards, proctored exam, 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 midnight 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, Blackboard, 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.**

EMAILS: Prefer method of communication should be thru STC OWL MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. **For example: CIST2411 Moyer**

CHECKING GRADES: A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

No Harm No Foul Policy: It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **FALL semester A, that day will be August 17, 2016.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

DROPPING COURSES BEFORE THE CLASS HAS BEGUN: Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

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.

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. **The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus** and will be monitored by the instructor or another STC employee. 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 further 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (09/28/16 at 2:00 pm, room 818) and Swainsboro Campus, (09/29/16 at 2:00 pm room 6204). Students must be on-time in order to take the exam.

MAKEUP GUIDELINES: Students are required to take all tests scheduled during the semester. Failure to take 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 assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. **Note: If student notifies instructor about 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 assignment. 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 midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.**

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 Blackboard, 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

Discussion Boards	5%
Labs	35%
Practice Exams	20%
Proctored Exam	20%
Certification Practice Exam	<u>20%</u>
Total	100%

GRADING SCALE

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

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.*

* Grade of D or below results in student repeating the class

****Disclaimer Statements****

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****

Discussion Board Topics Grading Rubric					
Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25.00 %	<ul style="list-style-type: none"> No grammatical or spelling errors <p>(25 points)</p>	<ul style="list-style-type: none"> Grammatical and spelling errors are few and cause no comprehension problems. <p>(22.5 points)</p>	<ul style="list-style-type: none"> Grammatical and spelling errors cause the reader to reread many parts of the post. <p>(17.5 points)</p>	<ul style="list-style-type: none"> Grammatical and spelling errors are frequent making posts confusing to read and comprehend. <p>(12.5 points)</p>	<ul style="list-style-type: none"> Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend.
Posts & Word Count 25.00%	<ul style="list-style-type: none"> Posts early to allow time to read and reply Publishes at least one original post and at least one reply 125 - 150 words in main thread <p>(25 points)</p>	<ul style="list-style-type: none"> Posts early to allow others time to read and reply Publishes one post and one reply 80 – 124 words in main thread <p>(22.5 points)</p>	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes one post and no replies 26 – 79 words in main thread <p>(17.5 points)</p>	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes no posts and one reply 0-25 words in main thread <p>(12.5 points)</p>	<ul style="list-style-type: none"> Publishes no posts or replies
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource. 25.00%	<ul style="list-style-type: none"> Content provides a thorough frame of reference for comprehending the solution; an original solution is provided. Numerous Resources listed <p>(25 points)</p>	<ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed <p>(22.5 points)</p>	<ul style="list-style-type: none"> Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. Few resources listed <p>(17.5 points)</p>	<ul style="list-style-type: none"> Content is not a realistic solution to the problem or topic. One resource listed <p>(12.5 points)</p>	<ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed
Explanation 25.00%	<ul style="list-style-type: none"> All Steps are covered. Questions are answered correctly. <p>(25 points)</p>	<ul style="list-style-type: none"> Most Steps are covered and answered correctly. <p>(22.5 points)</p>	<ul style="list-style-type: none"> Most steps are covered but not answered correctly. <p>(17.5 points)</p>	<ul style="list-style-type: none"> Less than half of the steps are covered and answered correctly. <p>(12.5 points)</p>	<ul style="list-style-type: none"> Less than half of the steps are covered and not answered correctly.

**CIST 2411 - Microsoft Client
FALL Semester 2016 Fiscal Year 2017/12 Lesson Plan**

Date	Chp/ Lesson	Content	Assignments/Tests	*Compe tency Areas	
WEEK 1					
Mon – Mon August 15 - 22	Semester Begins TESTOUT LabSim is used for CIST 2413 The activities prepare students for the Microsoft 70-642 Exam. Students will complete designated activities as indicated below.				
	Getting Started - Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage	Reply to Welcome Email from your Instructor. Logon to the course on Blackboard Read all documents located under Getting Started - Start Here folder. Complete the Acknowledgment Pledge and the Student Introduction Acknowledgement discussion before beginning course work. DUE 09/16/16		a, c	
	Login to TestOut and enter the registration information given to you by the instructor. Print the TestOut assignments sheets from Blackboard to use as a checkoff sheet.	You must have the TestOut keycode in order to start. For each module in the TestOut you will watch a video/demonstration, read the information given, complete a simulation and then answer the questions at the end. Make sure you complete the mouse icons and practice questions to receive grades.			
	1.0	Course Intro	Complete all items from Module 1.0 <ul style="list-style-type: none"> • 1.1 Course Introduction (20 minutes) • 1.2 Windows as a Client (50 minutes) • 1.3 Windows 7 User Interface (25 minutes) • 1.4 Windows 8.x User Interface Overview (40 min) 		
	2.0	Hardware Management	Complete all items from Module 2.0 <ul style="list-style-type: none"> • 2.1 Devices and Drivers (60 min) • 2.2 Display Management (40 min) • 2.3 Disk Partitions and Volumes (75 min) • 2.4 Storage Spaces (40 min) • 2.5 Disk Optimization (35 min) • 2.6 Removable Storage (5 min) • 2.7 OneDrive Storage (25 min) Complete Discussion Board 1		6 a-c
**Week 1 assignments must be completed and turned in before midnight Aug 22					
WEEK 2					
Tues – Mon August 23-29	3.0	Network Configuration	Complete all items from Module 3.0 <ul style="list-style-type: none"> • 3.1 IPv4 (40 min) • 3.2 IPv6 (30 min) • 3.3 IP Address Configuration (70 min) • 3.4 Wireless Network Overview (20 min) • 3.5 Wireless Networking Configuration (55 min) • 3.6 Internet Connection Sharing (ICS) (15 min) • 3.7 Windows Firewall (90 min) Complete Discussion Board 2	4 a-c	
	4.0	Application Management	Complete all items from Module 4.0 <ul style="list-style-type: none"> • 4.1 Desktop Applications (40 min) • 4.2 User Account Control (UAC) (35 min) • 4.3 Application Compatibility (45 min) • 4.4 Application Virtualization (15 min) • 4.5 Windows Store Applications (30 min) 	5 a-c	
**Week 2 assignments must be completed and turned in before midnight Aug 29					

WEEK 3

Tues – Mon Aug 30- Sept 5	5.0	DNS	Complete all items from Module 5.0 <ul style="list-style-type: none"> • 5.1 Authentication and Authorization (10 min) • 5.2 Authentication Management (80 min) • 5.3 Alternative Authentication Options (40 min) • 5.4 NTFS Permissions (50 min) • 5.5 Resource Sharing (50 min) • 5.6 Libraries and HomeGroups (40 min) • 5.7 Printer Sharing and Management (45 min) • 5.8 Auditing (20 min) • 5.9 Encryption (45 min) • 5.10 BranchCache (30 min) Complete Discussion Board 3	4 a-c
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Holiday, Monday September 5****Week 3 assignments must be completed and turned in before midnight Sept 5****WEEK 4**

Tues – Mon Sept 6 – 12	6.0	Windows Installation	Complete all items from Module 6.0 <ul style="list-style-type: none"> • 6.1 Windows Version (60 min) • 6.2 Windows 7 Installation (30 min) • 6.3 Windows 8.x Installation (60 min) • 6.4 Windows Upgrade (50 min) • 6.5 User Profile and Data Migration (85 min) • 6.6 VHD Installation (55 min) • 6.7 Client-Side Virtualization (50 min) 	1, 2 a-c
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****Week 4 assignments must be completed and turned in before midnight Sept 12****WEEK 5**

Tues – Mon Sept 13-19	7.0	System Images	Complete all items from Module 7.0 <ul style="list-style-type: none"> • 7.1 Print Servers (10 min) • 7.2 Image Preparation (30 min) • 7.3 Image Capture (25 min) • 7.4 Manual Image Deployment (10 min) • 7.5 Image Servicing (50 min) • 7.6 Domain Image Deployment (35 min) Complete Discussion Board 4	1, 2 a-c
	8.0	Mobile Computing	Complete all items from Module 8.0 <ul style="list-style-type: none"> • 8.1 Mobile Device Management (30 min) • 8.2 Network Access Protection (NAP) (10 min) • 8.3 Virtual Private network (VPN) (40 min) • 8.4 DirectAccess (30 min) • 8.5 BitLocker (45 min) • 8.6 BitLocker To Go (20 min) • 8.7 Mobile Device Security (50 min) • 8.8 Power Management (45 min) • 8.9 Mobility Options (65 min) • 8.10 Mobile Networking (20 min) 	7 a-c

****Week 5 assignments must be completed and turned in before midnight on Sept 19**

WEEK 6				
Tues – Mon Sept 20-26	9.0	Networking	Complete all items from Module 9.0 <ul style="list-style-type: none"> 9.1 Troubleshooting Tools (50 min) 9.2 System Events (55 min) 9.3 Performance Monitoring (55 min) 9.4 Resource Monitoring (35 min) 9.5 Reliability and Performance Maintenance (20 min) 9.6 Optimization (35 min) 9.7 Remote Management (55 min) 9.8 Remote Assistance (15 min) Complete Discussion Board 5	4, 6 a-c
**Week 6 assignments must be completed and turned in before midnight Sept 26				
WEEK 7				
Tues – Mon Sept 27- Oct 3	10	System Protection	Complete all items from Module 10.0 <ul style="list-style-type: none"> 10.1 System Updates (40 min) 10.2 Update Deployment and Management (30 min) 10.3 System Backup (65 min) 10.4 Windows 7 Data Recovery (35 min) 10.5 Windows 8.x Data Recovery (30 min) 10.6 System Recovery (60 min) 	2 a-c
	11	Security	Proctored Exam (covers Network Activity) Complete all items from Module 11.0 <ul style="list-style-type: none"> 11.1 Application Restriction (55 min) 11.2 Secure Boot (15 min) 11.3 Internet Explorer (60 min) 11.4 Internet Options (50 min) 11.5 Windows Defender (20 min) 	3 a-c
**Week 7 assignments must be completed and turned in before midnight Oct 3				
WEEK 8				
Tues – Thurs Oct 4 - 6		Windows Client Pro Practice Exams	Complete all items from Windows Client Pro Practice Exams <ul style="list-style-type: none"> Use ALL OBJECTIVES 1 – 10 to study for the Simulated Final and Question Final Exam (280 min – 56 simulation questions). NOT Graded Windows Client Pro Certification Practice Exam (15 simulation questions) MS 70-680 Certification Practice Exam (50 questions) 	1-7 a-c
**Week 9 assignments must be completed and turned in before midnight Oct 6				

MAJOR COURSE COMPETENCIES

1. Installing and Upgrading Windows client
2. Configuring and Troubleshooting Post-Installation System Settings
3. Configuring Windows Security Features
4. Configuring Network Connectivity
5. Configuring Applications Included with Windows Client
6. Maintaining and Optimizing Systems That Run Windows Client
7. Configuring and Troubleshooting Mobile Computing

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.