



CIST1135 Operating Systems and Virtual/Cloud Computing

COURSE SYLLABUS

Hybrid

Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: **4/4500**

Class Location: **Room 2106 Building 2 Swainsboro Campus**

Class Meets: **Tues & Thurs 8:45-10:15 am (60%) and Online (40%)/Blackboard**

CRN: **20157**

Preferred Method of Contact: **STC Email – jpowers@southeasterntech.edu**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Mr. Jamie Powers**

Office Location: **Swainsboro Campus, Building 2, Room 2106**

Office Hours: **2:00 – 4:30 Monday - Thursday**

Email Address: **jpowers@southeasterntech.edu**

Phone: **478-289-2221**

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

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

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

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 PC Pro ISBN 978-1-935080-42-8 from the STC Bookstore** or from www.TestOut.com. 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. Students who prefer to purchase a book as a resource, may obtain the book information from the instructor.

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 **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 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.

COURSE DESCRIPTION

This course 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). Topics include using the modern virtual operating systems and cloud environments.

MAJOR COURSE COMPETENCIES

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, Virtual/Cloud Computing.

PREREQUISITE(S)

None

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.

STUDENT REQUIREMENTS (HYBRID)

Students are expected to complete all work shown on the attached lesson plan. Students will login to TestOut website, complete the reading, watch lecture/tutorial videos, and complete the lab and the exams for each module. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. **Assignments will be saved via the Blackboard and TestOut system.** Assignments are given with numerous days to complete; therefore no assignment will be accepted late. After the due date a grade of zero will be given. **CIST program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

HYBRID ATTENDANCE

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 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.

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 assessed 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 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:

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" 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 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, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

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

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
hthomas@southeasterntech.edu	bwilcox@southeasterntech.edu

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](#).

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
Exam Questions	30
LabSims	30
Discussion Boards	10
Final Exam	30

GRADING SCALE

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

Discussion Board Grading Rubrics:

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 (25 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. (0 points)
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 (25 points) 	<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 (22.5 points) 	<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 (17.5 points) 	<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 (12.5 points) 	<ul style="list-style-type: none"> Publishes no posts or replies (0 points)
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 (25 points) 	<ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed (22.5 points) 	<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 (17.5 points) 	<ul style="list-style-type: none"> Content is not a realistic solution to the problem or topic. One resource listed (12.5 points) 	<ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed (0 points)
Explanation 25.00%	<ul style="list-style-type: none"> All Steps are covered. Questions are answered correctly. (25 points) 	<ul style="list-style-type: none"> Most Steps are covered and answered correctly. (22.5 points) 	<ul style="list-style-type: none"> Most steps are covered but not answered correctly. (17.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and answered correctly. (12.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and not answered correctly. (0 points)

CIST1135 Operating Systems & Virtual/Cloud Computing

Fall Semester 2018 Lesson Plan

WEEK 1 (ASSIGNMENTS DUE 11:55 PM AUG 21)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 14		Welcome to Course Online	Logon to the course on Blackboard Read Announcements Email your instructor	a,c
15		Getting Started - Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage In Class	Complete the Acknowledgment Pledge and the Student Introduction Acknowledgement discussion before beginning course work. DUE 08/16/17	
16		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. Online	You must have the TestOut keycode in order to start. To join the class, use the class crn number. 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.	
17	1.0	Computing Overview In Class	Complete from Module 1.0 Computing Overview <ul style="list-style-type: none"> • 1.1 Course Introduction • 1.2 Using the Simulator • 1.4 Windows Basics • 1.5 Linux Basics • 1.6 Mac OS Basics 	1 a,c

WEEK 2 (ASSIGNMENTS DUE 11:55 PM AUG 28)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 21	5.0	Storage Online	Complete from Module 5.0 – Storage <ul style="list-style-type: none"> 5.5 File Systems 	3 a,b,c
22		In Class	<ul style="list-style-type: none"> 5.6 File System Creation Discussion Board 1 	
23		Online	<ul style="list-style-type: none"> 5.7 Storage Management 	
24		In Class	<ul style="list-style-type: none"> 5.8 Storage Spaces 	

WEEK 3 (ASSIGNMENTS DUE 11:55 PM SEPT 5)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 28	6.0	Storage Online	Complete from Module 5.0 – Storage <ul style="list-style-type: none"> 5.9 Disk Optimization 	3 a,b,c
29		Networking In Class	Complete from Module 6.0 – Networking <ul style="list-style-type: none"> 6.13 Network Utilities 6.14 HomeGroup Networking 	5 a,c
30	7.0	Printing Online	Complete from Module 7.0 – Printing <ul style="list-style-type: none"> 7.4 Printing Management 	3,5 a
31		In Class	<ul style="list-style-type: none"> 7.4 Exam questions 	3,5 a

WEEK 4 (ASSIGNMENTS DUE 11:55 PM SEPT 11)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 4		Labor Day	HOLIDAY	
5	8.0	Mobile Devices Online	Complete from Module 8.0 Mobile Devices <ul style="list-style-type: none"> 8.3 Notebook Power Management 	2,3 a,b,c
6		In Class	<ul style="list-style-type: none"> 8.3 Exam questions Discussion Board 2 	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
7		Online	<ul style="list-style-type: none"> 8.5 Mobile Devices 8.6 Mobile Device Networking 	

WEEK 5 (ASSIGNMENTS DUE 11:55 PM SEPT 18)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 11	9.0	Windows System Management Online	Complete from Module 9.0 Windows System Management <ul style="list-style-type: none"> 9.1 Windows System Tools 	1,2,3,4 a,c
12		In Class	<ul style="list-style-type: none"> 9.2 Preferences and Settings 	
13		Online	<ul style="list-style-type: none"> 9.3 Performance Monitoring 	
14		In Class	<ul style="list-style-type: none"> 9.4 Users and Groups 9.5 Remote Services 	

WEEK 6 (ASSIGNMENTS DUE 11:55 PM SEPT 25)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 18	9.0	Windows System Management Online	Complete from Module 9.0 Windows System Management <ul style="list-style-type: none"> 9.6 Windows Application Management 	1,2,3,4 a,b,c
19		In Class	<ul style="list-style-type: none"> 9.7 Linux Application Management 	
20		Online	<ul style="list-style-type: none"> 9.8 Digital Content Management 	
21		In Class	<ul style="list-style-type: none"> 9.9 Updates 	

WEEK 7 (ASSIGNMENTS DUE 11:55 PM OCT 2)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 25	10.0	Windows System Management Online	Complete from Module 9.0 Windows System Management <ul style="list-style-type: none"> 9.10 System Backup 	2,6 a,b,c
26		In Class	<ul style="list-style-type: none"> 9.11 System Protection 	
27		Online	<ul style="list-style-type: none"> 9.12 System Recovery 	
28		In Class	<ul style="list-style-type: none"> 9.13 Virtual Memory 9.14 Operating System Troubleshooting 	

WEEK 8 (ASSIGNMENTS DUE 11:55 PM OCT 9)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 2	11.0	System Implementation Online	Complete from Module 10.0 System Implementation <ul style="list-style-type: none"> 10.2 Windows Pre-Installation 	3,4,5 a,c
3		In Class	<ul style="list-style-type: none"> 10.3 Windows Installation 	
4		Online	<ul style="list-style-type: none"> 10.4 Post Installation 	
5		In Class	<ul style="list-style-type: none"> 10.5 Virtualization 	

WEEK 9 (ASSIGNMENTS DUE 11:55 PM OCT 16)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 9	12.0	File Management SEMESTER MIDTERM Oct 9 Online	Complete from Module 11.0 File Management <ul style="list-style-type: none"> 11.1 Windows File Locations Discussion Board 3 	4,5,6 a,c
10		In Class	<ul style="list-style-type: none"> 11.2 Managing Files on Windows 	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
11		Online	<ul style="list-style-type: none"> 11.3 NTFS Permissions 	
12		In Class	<ul style="list-style-type: none"> 11.4 Shared Folders 	

WEEK 10 (ASSIGNMENTS DUE 11:55 PM OCT 23)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 16	12.0	File Management Online	Complete from Module 11.0 File Management <ul style="list-style-type: none"> 11.5 Linus File Management 	4,5,6 a,b,c
17		Security In Class	Complete from Module 12.0 Security <ul style="list-style-type: none"> 12.1 Best Practices 	
18		Online	<ul style="list-style-type: none"> 12.2 Incident Response 	
19		In Class 65% Point	<ul style="list-style-type: none"> 12.3 Physical Security 	

WEEK 11 (ASSIGNMENTS DUE 11:55 PM OCT 30)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 23	13.0	Security Online	Complete from Module 12.0 Security <ul style="list-style-type: none"> 12.4 Social Engineering 	2,4 a.c
24		In Class	<ul style="list-style-type: none"> 12.6 Malware Protection 	
25		Online	<ul style="list-style-type: none"> 12.7 Authentication 	
26		In Class	<ul style="list-style-type: none"> 12.8 File Encryption 	

WEEK 12 (ASSIGNMENTS DUE 11:55 PM NOV 6)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 30	13.0	Security Online	Complete from Module 12.0 Security <ul style="list-style-type: none"> 12.9 Network Security 	2,4 a.c
31		In Class	<ul style="list-style-type: none"> 12.10 Firewalls 	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 1		Online	<ul style="list-style-type: none"> 12.11 Proxy Servers 	
2		In Class	<ul style="list-style-type: none"> 12.12 VPN 	

WEEK 13 (ASSIGNMENTS DUE 11:55 PM NOV 13)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 6	13.0	Security Online	Complete from Module 12.0 Security <ul style="list-style-type: none"> 12.13 Security Troubleshooting 	2,4 a,c
7		In Class	Use this time to redo assignments with a low grade	
8		Capstone Exercises Online	Complete from Module 13.0 Capstone Exercises (Optional-not for grade) <ul style="list-style-type: none"> 13.5 Configure the Windows Operating System 13.7 Configure Linux 	
9		In Class	<ul style="list-style-type: none"> Discussion Board 4 	

WEEK 14 (ASSIGNMENTS DUE 11:55 PM NOV 20)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 20	CompTIA Domains	CompTIA Domain Questions 220-902 Online	Complete Domain 1: Windows Operating Systems	1-6 a,b,c
21		In Class	Complete Domain 2: Other Operating Systems and Technologies <ul style="list-style-type: none"> Discussion Board 5 	
22		Online	Complete Domain 3: Security	
23		In Class	Complete Domain 4: Software Troubleshooting	

WEEK 15 (ASSIGNMENTS DUE 11:55 PM NOV 30)

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Nov 20		Online	Complete Domain 5: Operational Procedures	1 a,b,c
21		In Class	Work on Domain 5 Questions	
22-23		Thanksgiving	Holiday – no classes	
Nov 27		Online	Continue to study for Final or Certification	
28		In Class	Continue to study for Final or Certification	
29		Online	Continue to study for Final or Certification	
30		Final Exam In Class	C.7 220-902 Certification Practice Exam is the final	

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.

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