



CIST1135 Operating Systems and Virtual/Cloud Computing

COURSE SYLLABUS

Online

Fall Semester 2018

COURSE INFORMATION

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

Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard**

Class Meets: **Via Internet for 15 weeks**

Course Reference Number: **20189**

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: **3:00pm – 5:30pm Monday/Wednesday Swainsboro Campus and 3:45pm – 5:00pm**

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

Phone: **478-289-2221**

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

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

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](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

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.

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

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

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.**

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 11:55 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.

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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 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 accessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

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 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. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

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, Nov 29, 2018, 4:00 PM, Room 818 of the Gillis Building and Swainsboro Campus, November 28, 3:00 PM, Room 2106 Building 2.

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 11:55 PM. 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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

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 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
Exams	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

Spring Semester 2018 Lesson Plan FY201814 Tentative – Subject to Change

Key: Jan = January, Feb = February, Mar = March, Apr = April, min = minutes, ques = questions

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
<p>Week 1 Aug 13 - 20</p>		<p>Getting Started – Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage</p> <p>Login to TestOut and enter the registration information given to you by the instructor.</p> <p>Print the TestOut assignments sheets from Blackboard to use as a checkoff sheet.</p>	<p>Semester Begins TESTOUT LabSim is used for CIST 1135 and CIST 1122. The activities in CIST 1135 prepare students for the CompTIA 220-802 Exam. 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</p> <p>Reply to Welcome Email from your Instructor.</p> <p>Logon to the course on Blackboard</p> <p>Read all documents located under Getting Started - Start Here folder.</p> <p>Complete the Acknowledgment Pledge and the Student Introduction Acknowledgement discussion before beginning course work. DUE by THIRD day of class (Required)</p> <p>You must have the TestOut keycode in order to start.</p> <p>Click on the first Module link under lessons and enter your code.</p> <p>For each module in the TestOut you will watch a video/demonstration, read the information given, complete graded lab simulations, and then answer the graded questions at the end.</p> <p>Make sure you complete the mouse icons and practice questions to receive grades.</p>	<p>a, c</p>
<p>Week 1 Aug 13 - 20</p>	<p>1.0</p>	<p>Computing Overview</p>	<p>Complete from Module 1.0 Computing Overview</p> <ul style="list-style-type: none"> • 1.1 Course Introduction (7 minutes) • 1.2 Using the Simulator (43 min) • 1.4 Windows Basics (55 min & 10 ques) • 1.5 Linux Basics (44 min & 6 ques) • 1.6 Mac OS Basics (32 min & 5 ques) <p>Week 1 assignments due before 11:55 PM Aug 20</p>	<p>1 a,c</p>

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 2 Aug 21 - 27	5.0	Storage	<p>Complete from Module 5.0 Storage</p> <ul style="list-style-type: none"> • 5.5 File Systems (59 min & 10 ques) • 5.6 File System Creation (55 min & 6 ques) • 5.7 Storage Management (40 min & 8 ques) • Discussion Board 1 • 5.8 Storage Spaces (36 min & 5 ques) • 5.9 Disk Optimization (57 min & 6 ques) • 5.10 Storage Troubleshooting (39 min & 10 ques) <p>Week 2 assignments due before 11:55 PM Aug 27</p>	3 a,b,c
Week 3 Aug 28 – Sept 3	6.0 7.0	Networking Printing	<p>Complete from Module 6.0 Networking</p> <ul style="list-style-type: none"> • 6.12 Network Utilities (70 min & 7 ques) • 6.13 HomeGroup Networking (21 min & 5 ques) <p>Complete from Module 7.0 – Printing</p> <ul style="list-style-type: none"> • 7.4 Printing Management (43 min & 5 ques) <p>Week 3 assignments due before 11:55 PM Sept 4</p>	3,5 a, c
Week 4 Sept 4 - 10	8.0	Mobile Devices	<p>Complete from Module 8.0 Mobile Devices</p> <ul style="list-style-type: none"> • 8.3 Notebook Power Management (40 min & 6 ques) • 8.5 Mobile Devices (35 min & 10 ques) • Discussion Board 2 • 8.6 Mobile Device Networking (39 min) <p>Week 4 assignments due before 11:55 PM Sept 10</p>	2,3 a,b,c
Week 5 Sept 11 - 17	8.0	Mobile Devices	<p>Complete from Module 8.0 Mobile Devices</p> <ul style="list-style-type: none"> • 8.7 Mobile Device Security (26 min & 5 ques) • 8.8 Mobile Device Troubleshooting (25 min & 5 ques) <p>Complete Exam 1 in TestOut – Covers Modules 1, 5, 6, 7, 8</p> <p>Week 5 assignments due before 11:55 PM Sept 17</p>	

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 6 Sept 18 - 24	9.0	System Management	Complete from Module 9.0 Windows System Management <ul style="list-style-type: none"> • 9.1 Windows System Tools (98 min & 10 ques) • 9.2 Preferences and Settings (33 min & 7 ques) • 9.3 Performance Monitoring (31 min & 6 ques) • 9.4 Users and Groups (75 min & 13 ques) • 9.5 Remote Services (69 min & 9 ques) Week 6 assignments due before 11:55 PM Sept 24	1,2,3,4 a,c
Week 7 Sept 25 – Oct 1	9.0	System Management	Complete from Module 9.0 Windows System Management <ul style="list-style-type: none"> • 9.6 Windows Application Management (64 min & 9 ques) • 9.7 Linux Application Management (31 min & 5 ques) • 9.8 Digital Content Management (27 min & 5 ques) • 9.9 Updates (48 min & 7 ques) • 9.10 System Backup (69 min & 15 ques) Week 7 assignments due before 11:55 PM Oct 1	1,2,3,4 a,c
Week 8 Oct 2 - 8	9.0	System Management	Complete from Module 9.0 Windows System Management <ul style="list-style-type: none"> • 9.11 System Protection (45 min & 6 ques) • 9.12 System Recovery (55 min & 7 ques) • 9.13 Virtual Memory (31 min & 6 ques) • 9.14 Operating System Troubleshooting (56 min & 10 ques) • 9.15 Windows Boot Errors (84 min & 12 ques) Week 8 assignments due before 11:55 PM Oct 8	1,2,3,4 a,c

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 9 Oct 9 - 15	10.0	System Implementation	Complete from Module 10.0 Windows System Management <ul style="list-style-type: none"> • 10.2 Windows Pre-installation (48 min & 11 ques) • 10.3 Windows Installation (50 min & 12 ques) • 10.4 Post Installation (43 min & 8 ques) • 10.5 Virtualization (59 min & 6 ques) Complete Exam 2 in TestOut – Covers modules 9 and 10 Week 9 assignments due before 11:55 PM Oct 15	4,5,6 a,c
Week 10 Oct 16 - 22	11.0	File Management	Complete from Module 11.0 Windows System Management <ul style="list-style-type: none"> • 11.1 Windows File Locations (39 min & 10 ques) • Discussion Board 3 • 11.2 Managing Files on Windows (92 min & 14 ques) • 11.3 NTFS Permissions (46 min & 11 ques) • 11.4 Shared Folders (67 min & 9 ques) • 11.5 Linux File Management (60 min & 6 ques) Week 10 assignments due before 11:55 PM Oct 22	4,5,6 a,c

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 11 Oct 23 - 29	12.0	Security 65% Point	Complete from Module 12.0 Security <ul style="list-style-type: none"> 12.1 Best Practices (38 min & 8 ques) 12.2 Incident Response (28 min & 6 ques) 12.3 Physical Security (47 min & 9 ques) 12.4 Social Engineering (26 min & 9 ques) 12.5 BIOS/UEFI Security (34 min & 7 ques) 12.6 Malware Protection (64 min & 10 ques) 12.7 Authentication (73 min & 13 ques) Week 11 assignments due before 11:55 PM Oct 29	2,4 a.c
Week 12 Oct 30 – Nov 5	12.0	Security	Complete from Module 12.0 Security <ul style="list-style-type: none"> 12.8 File Encryption (52 min & 9 ques) 12.9 Network Security (46 min & 14 ques) 12.10 Firewalls (45 min & 9 ques) 12.11 Proxy Servers (29 min & 8 ques) 12.12 VPN (34 min & 8 ques) 12.13 Security Troubleshooting (40 min & 14 ques) Complete from Module 12.0 Security <ul style="list-style-type: none"> 12.7 Authentication (73 min & 13 ques) Week 12 assignments due before 11:55 PM Nov 5	2,4 a.c
Week 13 Nov 6 - 12	13.0	Capstone Exercises	Complete from Module 13.0 Capstone Exercises <ul style="list-style-type: none"> 13.4 Create a Home Office Network 13.5 Configure the Windows Operating System 13.6 Troubleshoot a Mobile Device 13.7 Configure Linux Discussion Board 4 Week 13 assignments due before 11:55 PM Oct 29	1-6 a,b,c

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 14 Nov 13 - 26		C. CompTia 220-902 Practice Exams	Complete C.1 Preparing for Certification <ul style="list-style-type: none"> • C.2 Domain 1: Windows Operating Systems (235 ques) • C.2 Domain 1: Windows Operating Systems (235 ques) • – C.3 Domain 2: Other Operating Systems and Technologies (46 ques) • C.4 Domain 3: Security (134 ques) • C.6 Domain 5: Operational Procedures (63 ques) Discussion Board 5 Study for Final Exam or real 220-902 certification exam Week 14 assignments due before 11:55 PM Nov 26	1-6 a,b,c
Week 15 Nov 27 – Dec 3			FINAL PROCTORED EXAM Must be taken on campus Swainsboro Campus Wednesday Nov 28 3:00 PM Vidalia Campus Thursday Nov 29 4:00 PM	1 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.

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