



**CIST2411 Microsoft Client  
COURSE SYLLABUS  
Online  
Fall Semester 2018 (FY201912)**

**COURSE INFORMATION**

Credit Hours/Minutes: **4 / 4500 (6)**

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

Class Meets: **Via Internet for 9 ½ weeks, Semester A August 13, 2018 – October 4, 2018**

Course Reference Number (CRN): **20194**

Preferred Method of Contact: **Southeastern Technical College Office 365 email**

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: **Ms. Stephanie Moye**

Email: [Stephanie Moye \(smoye@southeasterntech.edu\)](mailto:smoye@southeasterntech.edu)

Campus/Office Location: **Vidalia/813 Gillis Building**

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

Phone: **912-538-3161**

Fax Number: **912-538-3106**

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 Client Pro ISBN: 978-1-935080-45-9** from the STC Bookstore or from [TestOut website](#). 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 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**

Provides the ability to implement, administer, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

## **MAJOR COURSE COMPETENCIES/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)**

None

## **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 shown on the attached assignment sheet. 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 TestOut and Blackboard learning 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.** 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 are responsible for policies and procedures included in the Southeastern Technical College (STC) *Catalog and Handbook*. **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.**

## **DISCUSSION BOARD TOPICS**

Discussions 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**

Preferred method of communication should be through student 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 Taylor

## **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.

## **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, that day will be August 15, 2018.)** The student must formally withdraw from classes in order to receive the no harm-no foul benefit.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. 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. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard, saved in TestOut or otherwise completed in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **4** hours per week 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 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. **Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

## **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” 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” being assigned.

**Remember** - 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.

## **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, Tuesday, 09/25/18 at 2:00 pm, Medical Technology Building Room 818 and Swainsboro Campus, Wednesday, 09/26/18 at 2:00 pm Building 2, Room 2106.](#) Covers Network Activity. Students must be on-time in order to take the exam.**

### 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 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 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:

<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 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@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
Discussion Boards	5%
Labs	35%
Exams	20%
Proctored Exam	20%
Certification Practice Final Exam	20%

### GRADING SCALE

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

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.**

**This is a fast-paced course and you cannot delay on assignments or you will get behind. Please keep up with your work or stay ahead.**

## Discussion Board Grading Rubrics:

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



## CIST 2411 Microsoft Client

### Fall Semester 2018 Lesson Plan (FY 201912) Term A

TESTOUT LabSim is used for CIST 2411. The activities prepare students for the Microsoft Exam. Students will complete designated activities as indicated below.

Date	Module	Content	Assignments/Tests	Competency Area
Mon August 13		Getting Started – Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage <b>Login to Blackboard and click the first TestOut link under Lessons and enter your Access code.</b>	Reply to <b>Welcome Email</b> from your Instructor. <b>Logon to the course on Blackboard</b> Read all documents located under <b>Getting Started - Start Here</b> folder. Complete the <b>Acknowledgment Pledge</b> and the <b>Student Introduction Acknowledgement</b> discussion before beginning course work. <b>DUE 08/15/18</b> <b>You must have the TestOut keycode in order to start.</b> 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. <b>Make sure you complete the mouse icons and practice questions to receive grades.</b>	a, c
Week 1 August 14 - 20	<b>1.0 2.0</b>	<b>Course Intro Hardware Management</b>	Complete all items from <b>Module 1.0</b> (4 hours) Complete all items from <b>Module 2.0</b> (10 hours) <b>Complete Discussion Board 1</b> <b>Week 1 assignments must be completed and turned in before midnight Aug 20</b>	6 a-c
Week 2 August 21-27	<b>3.0 4.0</b>	<b>Network Configuration Application Management</b>	Complete all items from <b>Module 3.0</b> (8 hours) <b>Complete Discussion Board 2</b> Complete all items from <b>Module 4.0</b> (5 hours) <b>Week 2 assignments must be completed and turned in before midnight Aug 27</b>	4,5 a-c
Week 3 Aug 28- Sept 3 (Holiday)	<b>5.0</b>	<b>DNS</b>	Complete all items from <b>Module 5.0</b> (8 ½ hours) Complete <b>Discussion Board 3</b> <b>Week 3 assignments must be completed and turned in before midnight Sept 3</b>	4 a-c
Week 4 Sept 4 – 10	<b>6.0</b>	<b>Windows Installation Midterm Sept 10</b>	Complete all items from <b>Module 6.0</b> (4 ½ hours) <b>Week 4 assignments must be completed and turned in before midnight Sept 10</b>	1, 2 a-c
Week 5 Sept 11- 17	<b>7.0 8.0</b>	<b>System Images Mobile Computing 65% Point Sept 17</b>	Complete all items from <b>Module 7.0</b> (9 hours) <b>Complete Discussion Board 4</b> Complete all items from <b>Module 8.0</b> (4 hours) <b>Week 5 assignments must be completed and turned in before midnight on Sept 17</b>	1, 2, 7 a-c

Date	Module	Content	Assignments/Tests	Competency Area
Week 6 Sept 18-24	9.0	Networking	Complete all items from <b>Module 9.0</b> (9 ½ hours) <b>Complete Discussion Board 5</b> <b>Week 6 assignments must be completed and turned in before midnight Sept 24</b>	4, 6 a-c
Week 7 Sept 25-Oct 1	10 11	System Protection Security	Complete all items from <b>Module 10.0</b> (8 ½ hours) <b>Proctored Exam (covers Network Activity)</b> Complete all items from <b>Module 11.0</b> (7 ½ hours) <b>Week 7 assignments must be completed and turned in before midnight Oct 1</b>	2, 3 a-c
Last days Oct 2 - 4		Client Pro Practice Exams and MS 70-680 Practice Exams  SIMULATED FINAL QUESTION FINAL	Complete all items from <b>Windows Client Pro Practice Exams</b> <ul style="list-style-type: none"> <li>• Use ALL A. OBJECTIVES 1 – 8 to study for the Simulated Final and ALL E. OBJECTIVES 100-800 Question Final Exams for written questions part of the Final Exam. NOT GRADED</li> <li>• A.10 Client Pro Certification Practice Exam (18 simulation questions)</li> <li>• E.10 70-680 Certification Practice Exam (50 questions)</li> </ul> <b>Last assignments must be completed and turned in before midnight Oct 4</b>	1-7 a-c

**Competency Areas:**

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 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.**