



## CIST1135 Operating Systems and Virtual/Cloud Computing

### COURSE SYLLABUS

Online

Summer Semester 2019 (FY201916)

**TENTATIVE – SUBJECT TO CHANGE**

#### COURSE INFORMATION

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

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

Class Meets: **Via Internet for 9 weeks**

Course Reference Number: **60009**

Preferred Method of Contact: **STC Email – [Stephanie Moye smoye@southeasterntech.edu](mailto:Stephanie.Moye@southeasterntech.edu)**

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Ms. Stephanie Moye**

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

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

Office Hours: **2:00pm – 4:30pm 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 PC Pro v. 6.0.3 ISBN 978-1-935080-42-8 from the STC Bookstore** or from [www.TestOut.com](http://www.TestOut.com). Students can use discount code **14-232TA** on product website. TestOut PC Pro will be used for the CIST1135 and CIST1122 and will only need to be purchased once. Students will be given the registration information before class begins. 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.**

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 *Catalog and Handbook*.

**Program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0.**

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.

## **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:  
**CIST1135 Moye**

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 our Blackboard course.

## 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. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

## 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.

## STUDENTS WITH DISABILITIES

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

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

## SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

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

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

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

### **PROCTORED EVENT REQUIREMENT**

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

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

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

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be 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: Swainsboro Campus, Wednesday, July 24, 2019, 3:00 pm, Room 2106 Building 2 and Vidalia Campus, July 25, 2019, 4:00 pm, 818 Gillis Building**

### **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 Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

#### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

### **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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's 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
Exams	30
LabSims Labs	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

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 Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
<b>Grammar/ Spelling</b> 25.00 %	<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</b> 25.00%	<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</b> <b>NO COPYING AND PASTING FROM WEBSITES.</b> If any information comes from a website it must be cited as a resource. 25.00%	<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</b>  25.00%	<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>



# CIST1135 Operating Systems & Virtual Cloud Computing

## Summer Semester 2019 Lesson Plan (FY201916)

Tentative – Subject to Change      **Key:** min = minutes, ques = questions

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 1 May 14 -20	1.0	<p><b>First Day of Class:</b> Class Introduction – Syllabus, Outline, Work Ethics, Rules &amp; Regulations coverage</p> <p><b>REQUIRED FOR THE COURSE</b></p> <p><b>Managing E-Mail Messages with STC Office 365 MAIL</b></p> <p><b>Login to Blackboard, click the first assignment and then enter the TestOut access code. DO NOT CREATE THE TESTOUT ACCOUNT THROUGH THEIR WEBSITE.</b></p> <p><b>Print the TestOut assignments sheets from Blackboard to use as a checkoff sheet.</b></p> <p><b>Computing Overview</b></p>	<p><b>Semester Begins <u>TESTOUT LabSim is used for CIST 1135 and CIST 1122.</u> 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</b></p> <p>Reply to <b>Welcome Email</b> from your Instructor.</p> <p><b>Login to BLACKBOARD</b></p> <p>Getting Started – Start Here Items:</p> <ul style="list-style-type: none"> <li>• Read all items</li> <li>• Complete STC Pledge Acknowledgement, Student Introduction <b>Due by THIRD day of class (Required)</b></li> </ul> <p>Familiarize yourself with Using Student Email (STC Office 365 Mail) from mySTC.</p> <p><b>Click on the first Module link under lessons and enter your code. You must have the TestOut key code in order to start. To join the class, use the class crn number.</b></p> <p>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.</p> <p>Complete from <b>Module 1.0</b> Computing Overview (online assignment)</p> <ul style="list-style-type: none"> <li>• 1.1 Course Introduction (41 min)</li> <li>• 1.3 Windows Basics (31 min)</li> <li>• 1.4 Linux Basics (46 min)</li> <li>• 1.5 Mac OS Basics (20 min)</li> </ul> <p><b>Week 1 assignments must be completed and turned in before 11:55 PM Monday May 20</b></p>	a, c

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 2 May 21 - 27	5.0	<b>Storage</b>	Complete from <b>Module 5.0 Storage</b> <ul style="list-style-type: none"> <li>• 5.4 RAID</li> <li>• 5.5 File Systems (61 min)</li> <li>• 5.6 File System Creation (54 min)</li> <li>• 5.7 Storage Management (37 min)</li> <li>• <b>Discussion Board 1</b></li> <li>• 5.8 Storage Spaces (34 min)</li> <li>• 5.9 Disk Optimization (59 min)</li> <li>• 5.10 Storage Troubleshooting (43 min)</li> </ul> <b>Week 2 assignments due before 11:55 PM May 27</b>	3 a,b,c
Week 3 May 28 – June 3	8.0 9.0	<b>Printers Mobile Devices</b>	Complete from <b>Module 8.0 Printers</b> <ul style="list-style-type: none"> <li>• 8.4 Power Management (37 min)</li> <li>• <b>Discussion Board 2</b></li> </ul> Complete from <b>Module 9.0 Mobile Devices</b> <ul style="list-style-type: none"> <li>• 9.3 Laptop Power Management (39 min)</li> <li>• 9.5 Mobile Devices (32 min)</li> <li>• 9.6 Mobile Device Networking (45 min)</li> <li>• 9.7 Mobile Device Security (38 min)</li> </ul> Complete <b>Exam 1</b> in TestOut – Covers Modules 1, 5, 8, 9 <b>Week 3 assignments due before 11:55 PM June 3</b>	3,5 a, c
Week 4 June 4 - 10	10.0 11.0	<b>System Implementation File Management</b>	Complete from <b>Module 10.0 System Implementation</b> <ul style="list-style-type: none"> <li>• 10.2 Windows Pre-Installation (40 min)</li> <li>• 10.3 Windows Installation (49 min)</li> <li>• 10.4 Post-Installation (17 min)</li> <li>• 10.5 Virtualization (82 min)</li> </ul> Complete from <b>Module 11.0 Windows System Management</b> <ul style="list-style-type: none"> <li>• 11.1 Windows File Locations (32 min)</li> <li>• <b>Discussion Board 3</b></li> <li>• 11.2 Manage Files on Windows (86 min)</li> <li>• 11.3 NTFS Permissions (38 min)</li> <li>• 11.4 Shared Folders (48 min)</li> <li>• 11.5 Linux File Management (61 min)</li> </ul> <b>Week 4 assignments due before 11:55 PM June 10</b>	4,5,6 a,c

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 5 June 11 - 17	12.0	<b>System Management</b>	Complete from <b>Module 12.0 System Management</b> <ul style="list-style-type: none"> <li>•12.1 Windows System Tools (100 min)</li> <li>•12.2 Preferences and Settings (24 min)</li> <li>•12.3 Performance Monitoring (29 min)</li> <li>•12.4 Active Directory (88 min)</li> <li>•12.5 Users and Groups (57min)</li> <li>•12.6 Remote Services (63 min)</li> <li>•12.7 Windows Application Management (58 min)</li> <li>•12.8 Linux Application Management (32 min)</li> <li>•12.9 Digital Content Management (27 min)</li> </ul> <b>Week 5 assignments due before 11:55 PM June 17</b>	1,2,3,4 a,c
Week 6 June 18 - 24	12.0	<b>System Management</b>	Complete from <b>Module 12.0 System Management</b> <ul style="list-style-type: none"> <li>•12.10 Updates (48min)</li> <li>•12.11 System Backup (40 min)</li> <li>•12.12 System Recovery (65 min)</li> <li>•12.13 Virtual Memory (31 min)</li> <li>•12.14 Operating System Troubleshooting (45 min)</li> <li>•12.15 Windows Boot Errors (78 min)</li> </ul> <b>Week 6 assignments due before 11:55 PM June 24</b>	1,2,3,4 a,c
Week 7 June 25 – July 8	13.0	<b>Security</b>	Complete <b>Exam 2</b> in TestOut – Covers Modules 10-12 Complete from <b>Module 13.0 Security</b> <ul style="list-style-type: none"> <li>•13.1 Security Best Practices (36 min)</li> <li>•13.2 Incident Response (29 min)</li> <li>•13.3 Physical Security (56 min)</li> <li>•13.4 Social Engineering (28 min)</li> <li>•13.5 BIOS/UEFI Security (34 min)</li> <li>•13.6 Malware Protection (77 min)</li> <li>•13.7 Authentication (74 min)</li> <li>•13.8 File Encryption (50 min)</li> <li>•13.9 Network Security (41 min)</li> </ul> <b>Week 7 assignments due before 11:55 PM July 8</b>	2,4 a.c
<b>July 1-4</b>		<b>Summer Break</b>	<b>NO CLASSES</b>	

Week/Date	Modules	Content: SUBJECT TO CHANGE	Assignments & Tests Due Dates	Competency Area
Week 8 July 9-15	13.0 14.0	<b>Security Capstone Exercises</b>	Complete from <b>Module 13.0 Security</b> •13.10 Firewalls (49 min) •13.11 Proxy Servers (27 min) •13.12 VPN (32 min) •13.13 Security Troubleshooting (33 min) <b>Discussion Board 4</b> Complete from <b>Module 14.0 Capstone Exercises</b> •14.3 Troubleshoot System Startup •14.5 Configure the Windows Operating System •14.6 Troubleshoot a Mobile Device •14.7 Configure Linux <b>Week 8 assignments due before 11:55 PM July 15</b>	1-6 a,b,c
Week 9 July 16-23			<b>Discussion Board 5</b> <b>Complete Practice Exam to prepare for the final exam-this will not count for a grade.</b> (online assignment)	1-6 a, b, c
<b>Finals July 24 or 25</b>		<b>Final Exam</b>	<b><i>Final Proctored Exam due July 24 or 25 12:00 NOON</i></b> <b>Must be taken on campus Swainsboro Campus Wednesday July 24<sup>th</sup> 3:00 PM or Vidalia Campus Thursday July 24<sup>th</sup> 4:00 PM</b>	1-6 a, b, c

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

1. Operating System Fundamentals
2. Installing, Configuring, and Upgrading Operating Systems
3. Managing Storage, File Systems, Hardware, and System Resources
4. Troubleshooting, Diagnostics, and Maintenance of Operating Systems

**General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

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