Resource Information:

Instructor: Joli Ballew
Phone: 972-860-4721
Email: JoliBallew@dcccd.edu
Class Times: 7:00 – 10:00 p.m. Fridays
Dates: 1/22/2013 to 5/16/2013
Room: K113

Office Hours: My office is in K214, and I am on campus before class every Friday. Generally those hours are from 4:00 to around 7:00 p.m. If I’m not in my office, check room K113. Please email me to make an appointment (if you need to see me) or to schedule an appointment for another day of the week.

Course Description:

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows 7 operating system in a variety of stand-alone and network environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows 7 and ancillary products.

Course Objectives:

The objective of this course is to prepare the student for work with the Windows 7 operating system in an office or business environment. This course also prepares the student to take the official Microsoft certification test (exam 70-680) for this desktop operating system.

Course Materials:

The following items are required for all students taking this course:

1) Text book and Lab Manual. This is sold as a bundle, but you can buy the items separately if you like. This is the bundle that is preferred:

   TITLE: Windows 7 Configuration (Set: Txt/lab) (70-680)
   AUTHOR: Microsoft
   EDITION: THE LATEST EDITION AVAILABLE
   COPYRIGHT YEAR: 2011
   PUBLISHER: John Wiley & Sons, Incorporated
   ISBN: 9780470891223
   NEW:$158.80
   USED:$123.85
The books are available together in a shrink-wrapped package from the Brookhaven or Off-Campus Bookstores as well as online at places like Amazon or Barnes and Noble. You may also be able to find these books for sale via the Internet from private parties. If you choose this approach, be sure to order as quickly as possible to avoid delays in getting your coursework done.

2) Access to MSDN AA to acquire software including Windows 2008 Server R2 and Windows 7 Enterprise, and the ability to download and burn that software to DVDs. Lots of other software is available as well. I will supply you with the required login information as soon as I have it. You can then use this software to install Windows 7 on a computer you have at home, if desired, or set up your own practice lab for future courses.

5) Access to Blackboard.

Required Course Work:

In order to complete the course successfully, you are required to attend every week unless you have an emergency AND:

1) Read and study the textbook. A course schedule will be posted to the class website for you to follow. For the most part, you’ll need to study a chapter a week. There may be pop quizzes, so keep up.

2) Complete the labs in the lab book, in class, and answer the lab questions. I will post which labs should be completed each week on Blackboard. I will check your lab work in class. This is required. If you are absent, see me about making up the lab.

3) Answer the questions that I specifically assign. I will post exactly what is required each week on Blackboard. You will submit those via email (do not hand them in on paper).

4) Turn in assignments by their due date, and complete the final exam.

eCampus:

This course has a web site which you will be required to use. It contains copies of important documents such as this Syllabus and quizzes. You’ll also find a schedule to follow, PowerPoint presentations you can review, practice exams, your grades, and more. You can access eCampus at the following link.

http://ecampus.dcccd.edu

K103 Computer Lab Information:

Although this does not apply to our class specifically, any coursework requiring the use of Microsoft Office applications may be completed in the K103 computer lab or at your home or place of business if you have the necessary software. Detailed information about policies, procedures, and rules involving K103 will be provided to if you visit. If you choose to utilize the K103 lab, be aware that:

The lab may be closed for holidays. Please check before making a special trip.

K103 will be used for software demonstrations and scheduled group project work to various sections of computer courses – please check the K103 weekly scheduled posted on the bulletin board on the hallway.
Availability of open lab stations for work on Projects, and/or instructor exercises may be restricted or limited on some scheduled dates.

No eating, drinking, or smoking is permitted in the lab.

**Grading:**

If a student chooses to take the official Microsoft course for Windows 7 and successfully passes the exam, that student will be exempt from the Final Exam and will receive a perfect score on it. Proper certification paperwork will need to be turned into the instructor by May 5th, 2013 for credit.

Grades are determined as follows:

*Please see your Instructor for any questions or issues about a particular score received. All scores for your work will be posted in the course web site grade book (once created), which you may view at any time. Remember though, it takes a few days to get some items graded.*

Each week you will be required to in:

- Verification of each completed lab.
- Answers to questions in either the lab book or the text book, as required.
- Any other assignments, as required.

If an assignment is one minute late, 10 points will be deducted from the score; after 48 hours, 25 points will be deducted instead. I will not accept any work that is more than 10 days late. The schedule for the assignments will be posted weekly on the Blackboard website.

You will have a final exam. You can use your book, the computer, and other resources. You’ll learn more about the final exam in the upcoming weeks. If you pass the Certification exam for test 70-680, you are exempt.

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Labs</td>
<td>100% Maximum Score for each - The average accounts for half of your final grade.</td>
</tr>
<tr>
<td>Question and Answer Assignments</td>
<td>100% Maximum Score for each - The average accounts for one-quarter of your final grade.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100% Maximum Score - This accounts for one-quarter of your final grade.</td>
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**NOTE!** You can replace your lowest lab grade with a score of 100% if you provide me with a completed degree plan from the office of Student Services.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80% to 89.9%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70% to 79.9%</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60% to 69%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 60%</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>Not Computed</td>
</tr>
</tbody>
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**GENERAL COLLEGE POLICIES:**

1) **Attendance Policy** – Students are expected to attend class during the time periods shown in the official Brookhaven College Credit Class Schedule for the entire semester. Punctual attendance is expected of all students. *If you’re taking an online class or a Continuing Education class, this does not apply. But please keep me apprised of your status via email or eCampus.*

2) **Notification of absence due to religious holiday(s)** - Students desiring to observe a religious holiday which will result in a class absence must notify their Instructor in writing no later than the 5th calendar day after the start of the course. Students are required to complete any work missed within a reasonable period of time.

3) **STOP BEFORE YOU DROP**: For students who enrolled in college level courses for the first time beginning in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

4) **Academic Dishonesty** - All course work in this class is undertaken with the understanding that academic honesty is the only acceptable behavior at Brookhaven College. Further, it is understood that the Instructor sets the standards of academic honesty in the classroom, determines when those standards have been violated and determines the consequences of that behavior by the student. Practices such as cheating, collusion, sharing of files or printouts, collaboration, fabrication or plagiarism will not be tolerated.

   **It is expected that students will do all graded work on their own, unless the work is specifically assigned to pairs or groups of students.**

   Failure to observe this expectation will be penalized as follows:

   - **First Offense in this course**, a score of 0 will be assigned to the graded item involved.
   - **Second Offense in this course**, a score of 0 will be assigned for the entire course component related to the item involved.

5) **Americans with Disabilities Policy Statement** - If you feel the need for an academic adjustment (such as help with taking notes or special seating arrangements) due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847 for advisement and counseling. They will provide you with a form, if necessary, to show to your Instructor.
6) Notice for Students on Financial Aid - Students who are receiving any form of Financial Aid should check with the Financial Aid Office prior to Withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. **Students who fail to participate after the drop date are also subject to this policy.**

**Please note:** If you are receiving Financial Aid grants or loans, you must begin attendance in all classes before the certification date. You also must attend or participate after the drop date in order not to be marked as non-attending in the event that you fail the course. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay Financial Aid.

7) Receiving Your Final End-of-semester grade. Grades will not be mailed to you by the college. You may access this information through the Internet using the following process:

a) Go to [http://econnect.dcccd.edu](http://econnect.dcccd.edu)

b) Next, click on Current Credit Student Menu.

c) Click on Log In.

d) Enter your seven digit student ID #.

e) Enter your password or if it is your first time to use the system enter your date of birth.

(Example: Feb 16, 1965  021665).

f) Click on Check My Grades.

g) Now select the term you wish to review.

h) Next, select the grade type (CR-Credit Grades).

i) Click on submit, your grade(s) should then be displayed on your screen.