Brookhaven College
Windows 8 Config and Implement/Support Client OS – Online

Syllabus for Spring 2015 Session

ITNW-1408-23401 Implement/Support Client OS
ITNW-1408-93400 Implement/Support Client OS

Resource Information:

Instructor: Joli Ballew
Phone: 972-860-4721
Email: JoliBallew@dcccd.edu (preferred communication option)
Class Times: Online
Dates: January 26, 2015 to May 14, 2015
Room: Not Applicable
Office Hours: Call during regular business hours; email anytime. See me in person by appointment.

Course Description:

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows 8-based operating systems 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 8-based and ancillary products.

Course Objectives:

The objective of this course is to prepare the student to work with the Windows 8-based operating systems in a home, small office, and large enterprise environment. This course provides information, instruction, and labs to prepare students to take the official Microsoft certification tests for this desktop operating system.

Course Materials:

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

70-687 Configuring Windows 8 with MOAC Labs Online Set
ISBN : 978-1-118-66834-4
$201.95  BUY

The books you’ll need are available together from the Brookhaven or Off-Campus Bookstores, Amazon, and from the Wiley website (click Buy above). You might also be able to purchase these materials used. If you purchase the MOAC Online Labs separately or used, make sure the code has not been registered to someone else. It won’t work if that’s the case. You may also be able to find these books for sale via the Internet, at websites such as eBay. If you choose this approach, be sure to order as quickly as possible to avoid delays in getting your coursework done. Regarding the MOAC Online Labs, remember, you can’t buy these used; you need a valid, unused code to log in.
2) Access to MSDN AA to acquire software including Windows Server 2008 and 2012, Windows 7 Enterprise and Windows 8 Enterprise, and the ability to download and burn that software to DVDs. I will supply you with the required login information as soon as I have it.

3) Access to Blackboard. Our class is available on Blackboard, and each week you’ll find information about what’s due, your grades so far, and so on.

Required Course Work:
In order to complete the course successfully, you are required to:

1) Read and study the textbook.

2) Complete the labs, as assigned.

3) Complete assignments, when assigned.

4) Complete and turn in the Final Exam.

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

http://ecampus.dcccd.edu/

K103 Computer Lab Information:
No eating, drinking, or smoking is permitted in the lab.

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. You can also work on your online labs in there. Detailed information about policies, procedures, and rules involving K103 is available in the lab. 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.

Grading:
If a student chooses to take and successfully passes the 70-687 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 for credit. The related Windows 8 exam is also acceptable if it is still available.

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.

The Text Book and Assignments

There are 26 chapters in the book. You have 14 weeks to get through them. That’s a rate of about 2 chapters a week. You may have assignments related to these chapters. You might be required to turn in the Multiple Choice for one chapter and the T/F for another, or I might create an assignment for you. There might be chapters for which no work is due, only the labs.

You will be required to email your assignments to me and they will be graded and returned. Please email those to me at joliballew@dcccd.edu by midnight on the day they are due. You’ll receive further instructions on how to format and send the work soon. Briefly, I want to receive the answers for your assignments IN the body of the email. I do not want an attached document, attached screenshots, or any files whatsoever. Put answers, images, and so on inside the body of email.

If an assignment is more than two days late, 10 points will be deducted from the score; any later than that and 25 points will be deducted instead.

The Labs

There are 26 labs. You have 14 weeks to get through them. That’s a rate of about 2 labs a week. You are responsible for completing all of the labs. It’s okay if you get ahead of the posted schedule, but do not get behind.

You will be required to email your lab answers and screen shots to me and they will be graded and returned. Please email those to me at joliballew@dcccd.edu by midnight on the day they are due. You’ll receive further instructions on how to format and send the work.

Final Exam

You will have final exam. You can use your book, the computer, and other resources. If you pass the Certification exam for test 70-687, Configuring Windows 8 (or 8.1) you are exempt.

How Assignments, Labs, and the Final Exam are used to compute your final grade

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Component Scores</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments as provided by instructor</td>
<td>Maximum 100% each</td>
<td>Average is 40% of your final grade</td>
</tr>
<tr>
<td>26 Labs</td>
<td>Maximum 100% each</td>
<td>Average is 40% of your final grade</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Maximum 100%</td>
<td>Score is 20% of your final grade</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Interpretation</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80%-89%</td>
</tr>
<tr>
<td>Grade</td>
<td>Average</td>
<td>Percentage</td>
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<tr>
<td>-------</td>
<td>---------</td>
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</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>60%</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>Not Computed</td>
</tr>
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**Receiving Your Grades:**

End-of-semester grades will not be mailed to you by the college. You may receive your grade through the Internet by using the following directions:

- Browse to the DCCCD eConnect web site.
- Click the Current Student Menu tab.
- Find the My Personal Information section.
- Click on Check My Grades (GPA).
- The system will then ask you to login, do so.
- Select Term – choose the correct semester.
- Select Grade Type (CR – Credit Grades).
- Click the SUBMIT button and your grades will display.

**Americans with Disabilities Policy Statement:**

If you feel the need for an academic adjustment due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847 or visit the Disability Support Services web page for advisement and counseling. They will be happy to work with you.

**Withdrawal with a "W":**

If you are unable to complete this course, YOU must withdraw by the official drop date for this course, which is Month Day, Year. If you stop “attending” class and do not withdraw you will receive a performance grade, usually an "F".

**STOP BEFORE YOU DROP!**

For students who enrolled in college level courses for the first time since 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.

Students often drop courses when help is available which would allow them to continue. Please feel free to discuss your plans with your instructor if you are considering a drop.

If you still wish to drop, after having reviewed all of the above, you should:

- Browse to the DCCCD eConnect web site.
- Click the Current Credit Student Menu link.
- Click the Log In link.
- After logging in, find and click the Drop Classes link (look under the Register for Classes area).

**Notice for Students on Financial Aid:**

If you are receiving Financial Aid grants or loans, be aware that:

- Your participation in this course must begin on or before the official certification date.
- If you are failing the course, you must participate after the drop date.
- You must check with the Financial Aid Office prior to Dropping/Withdrawing this course.

Violation of any of these rules may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.
Incomplete ("I") Grading:

Incomplete are only considered in those circumstances where a student has had a
documentable crisis or emergency occurring sometime in the last several days of the
course, preventing the student from completing the final few items of required work (a
last Project or Exam, for example). The "I" is designed only to provide a little extra time
to finish up, and is not granted to students who are substantially behind in their work as
the end of the course approaches. It is not to be considered as a grade to request
should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your Instructor as
soon as possible. Students who do not qualify for an "I" may not complete any coursework for credit after
the final Absolute Deadline as shown in the Course Schedule.

Repeating the Course:

Each college of the DCCCD charges additional tuition to students registering the third
or subsequent time for a course. All third and subsequent attempts of the majority of
credit and continuing education/workforce training courses will result in additional tuition
being charged. Developmental Studies and some other courses will not be charged a
higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges
since the Fall 2002 semester.

Academic Dishonesty:

All work in this course is undertaken with the understanding that academic honesty is
the only acceptable behavior for students. Further, it is understood that the Instructor
sets the standards of academic honesty in this course, determines when those
standards have been violated and determines the consequences of that behavior by the
student.

Students are expected to do their coursework by themselves unless it is specifically noted that group
work is allowed for a particular item. Violations of this rule are considered cheating and will be penalized.

Cheating is defined as collusion, collaboration, providing assistance, access and use of material intended
for Instructors only, viewing of another students’ work before or after submission for grading, file sharing,
password sharing, fabrication, plagiarism, or copying from the Internet. None of these will be tolerated.
Excuses such as "It was an accident" or "I didn't know we couldn't work together" will not relieve the
student of penalties. There are no acceptable explanations for any of these behaviors.

For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to
complete all further coursework on their own will receive a score of 0 for the entire related Course
Component involved in the second offense.
Students often share a computer at home or in an office with another student or students who is/are also simultaneously enrolled in this course. Sharing a computer is permitted, provided:

If you work on the shared computer at a different time from the person(s) you are sharing the computer with

AND

You do not view the monitor while the other person(s) is/are working on the course

AND

You do not at anytime view any printouts or files of the person(s) you are sharing the computer with

AND

Your files are placed in separate folders or on separate storage media from the person(s) you are sharing the computer with. If you do not know how to do that, ask your Instructor.

All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct. Failure to comply may result in legal and/or disciplinary action.

**Deadline Extensions for Religious Holidays:**

A student shall be granted an extension of any due date or deadline which coincides with the observance of a religious holy day, including travel for that purpose. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students must notify the instructor in writing or via E-mail of their intent to claim any extension. This notification must take place within 7 days of the published starting date of the course and must include the date(s) for which an extension is needed. The instructor will respond with an adjusted due date or deadline.

**The Family Educational Rights and Privacy Act (FERPA):** is a federal law that protects students. Also known as the Buckley Amendment, this law gives students four rights:

1. The right to inspect and review education records.
2. The right to seek the amendment of education records.
3. The right to consent to the disclosure of education records.
4. The right to file a complaint with the FERPA Office in Washington, D.C.

More information about this is available at the DCCCD web site.
Please note: The instructor reserves the right to modify any course requirements and calendar due dates as necessary to manage and conduct anytime during the semester. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.