This course syllabus is intended as a set of guidelines for (ITNW 1408). Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

**Instructor Information:**

**Instructor:** Tom Muldrew  
**Email:** twm7410@dcccd.edu  
**Office Phone:** 972-273-3450 (to leave a message)  
**Office:** T135  
**Office Hours:** By appointment only

**Course Information**

**Course title:** Configuring Windows 8  
**Course number:** ITNW 1408  
**Section number:** 73701  
**Credit hours:** 4  
**Class meeting time:** M and W 6 pm to 8 pm lecture  
8 pm to 10 pm lab

**The last day to withdraw from this class is:** 2/21/15  
**The last day of class is:** 03/04/15

Please read “Stop before you Drop”, and “Drop Policy” under Institutional Policies.

**Course description:** Students will Install and configure network clients; setup users, groups, policies, and profiles; configure hardware components and applications; setup and maintain a logon security and security for files and printers; configure and optimize clients in multiple environments.
**Course prerequisites:** Computer and Windows experience is recommended.

**Textbooks and Materials**

**Required:**

**TITLE:** 70-687 Configuring Windows 8 (w/MOAC Labs Online)
Author: Wiley
ISBN: 9781118668344
Copyright Year: 2013
Publisher: John Wiley & Sons, Incorporated

**Recommended Material:**

**TITLE:** Exam 70-687 MOAC Labs Online
Author: Microsoft Official Academic Course
ISBN: 9781118550816
Copyright Year: 2013
Publisher: John Wiley & Sons, Incorporated

**Course Objectives**

This course will address SCANS: C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F6, F7, F8, F9, F10, F11, F12; C1, C3, C5, C7, C10, F13, F14, F15, F16, and F17. The following workplace skills will be addressed: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 35. The Secretary's Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness.

**Specific Course Learning Outcomes**

Install Windows 8: to include selecting installation options, understand the boot environment, perform clean installation, migrate to Windows 8, upgrade to Windows 8 and perform a Dual Boot installation. Deploying Windows: to include capturing image files, modifying image files, deploying image files. Disk Management: to include working with disks, devices, and drivers. Network Connection: to include basic networking. Manage permissions, sharing files and folders, working with printers. Monitor Windows 8 Performance: including updating Windows 8, monitoring performance. Understanding Troubleshooting practices and tools.
## Course Outline

<table>
<thead>
<tr>
<th>Date / Week Number</th>
<th>Chapter(s) Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21st (Week #1)</td>
<td>Lessons 1, 2, 3 and 4</td>
</tr>
<tr>
<td>January 26th &amp; 28th (Week #2)</td>
<td>Lessons 5, 6, 7 and 8</td>
</tr>
<tr>
<td>February 02nd &amp; 04th (Week #3)</td>
<td>Lessons 9, 10, 11 and 12</td>
</tr>
<tr>
<td>February 09th &amp; 11th (Week #4)</td>
<td>Lessons 13, 14, 15, and 16</td>
</tr>
<tr>
<td>February 16th &amp; 18th (Week #5)</td>
<td>Lessons 17, 18, 19, and 20</td>
</tr>
<tr>
<td>February 23rd &amp; 25th (Week #6)</td>
<td>Lessons 21, 22, 23, and 24</td>
</tr>
<tr>
<td>March 02nd &amp; 04th (Week #7)</td>
<td>Lessons 25, 26, and Final Exam</td>
</tr>
</tbody>
</table>

Course Drop Date: ??, 2015  
Course End Date: March 04th, 2015

## Assignment Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21st (Week #1)</td>
<td>Lesson Labs 1, 2, 3 &amp; 4</td>
<td>1.4 Point</td>
</tr>
<tr>
<td>January 26th &amp; 28th</td>
<td>Quiz #1, Lesson Labs 5, 6, 7 &amp; 8</td>
<td>6 Points</td>
</tr>
<tr>
<td>(Week #2)</td>
<td></td>
<td>1.4 Point</td>
</tr>
<tr>
<td>February 02nd</td>
<td>Quiz #2, Lesson Labs 9, 10, 11, &amp; 12</td>
<td>6 Points</td>
</tr>
<tr>
<td>&amp; 04th (Week #3)</td>
<td></td>
<td>1.4 Point</td>
</tr>
<tr>
<td>February 09th &amp; 11th</td>
<td>Quiz #3, Lesson Labs 13, 14, 15, &amp; 16, Mid-Term Exam</td>
<td>6 Points</td>
</tr>
<tr>
<td>(Week #4)</td>
<td></td>
<td>1.4 Point</td>
</tr>
<tr>
<td>February 16th &amp; 18th</td>
<td>Quiz #4, Lesson Labs 17, 18, 19, &amp; 20</td>
<td>6 Points</td>
</tr>
<tr>
<td>(Week #5)</td>
<td></td>
<td>1.4 Points</td>
</tr>
<tr>
<td>February 23rd</td>
<td>Quiz #5, Lesson Labs 21, 22, 23, &amp; 24</td>
<td>6 Points</td>
</tr>
<tr>
<td>&amp; 25th (Week #6)</td>
<td></td>
<td>1.4 Point</td>
</tr>
<tr>
<td>March 02nd</td>
<td>Lesson Labs 25 &amp; 25, Final Exam</td>
<td>1.4 Point</td>
</tr>
<tr>
<td>&amp; 04th (Week #7)</td>
<td></td>
<td>30 Points</td>
</tr>
</tbody>
</table>

Total 6 Quizzes, 1 Mid-Term, 1 Final, Lab / Paper 100pts

## Means of Assessment of Course Learning Outcomes:
1. Weekly hands on exercises will be conducted with assistance of the instructor and will re-enforce topics presented. Students are expected to complete the hands-on exercises and engage the class in technical conversation about the exercise.

2. Lab manuals will be used in conjunction with the week’s presentation. Lab books can be worked on at home or in class during a break.

3. At the end of each week you will be given a quiz to determine your understanding of the information covered that week. Please do not take the quiz lightly; they are a very important part of your overall grade in the course.

4. This course will also have a midterm and final exam to ascertain your retention of course content.

5. A Case Study Paper in APA format will be expected by Week 7 to ascertain your application of critical thinking and deductive reasoning using a fictional company looking to deploy IPv4 or IPv6 for their enterprise.

**Evaluation Procedures**

Your evaluation will be determined by completing the weekly assignments, quizzes, final exam, mid-term exam, hands-on labs, and book labs. Please see the Assignment Schedule table.

**Exams and Assignments**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz #1</td>
<td>6 pts</td>
</tr>
<tr>
<td>Quiz #2</td>
<td>6 pts</td>
</tr>
<tr>
<td>Quiz #3</td>
<td>6 pts</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>30 pts</td>
</tr>
<tr>
<td>Quiz #4</td>
<td>6 pts</td>
</tr>
<tr>
<td>Quiz #5</td>
<td>6 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30 pts</td>
</tr>
<tr>
<td>Lab &amp; Case Study</td>
<td>10 pts</td>
</tr>
</tbody>
</table>

6 Quizzes, 1 Mid-Term, 1 Final, Lab 100pts

There will be 2 multiple choice exams, 5 quizzes, and a case study.

**Grading Scale**
Discipline/ Course/ Department/Policies:

Attendance:
Completion of all assignments is critical. Please be careful not to fall behind in your weekly lesson plans. It will be very difficult to grasp all the material if this happens. You are required to complete all assignments, quizzes, midterm, and final exam to successfully complete this course.

The last day to withdraw from this class is: 10/02/14
The last day of class is: 10/15/14

Withdrawing from a course is a formal procedure which YOU must initiate. For information about withdrawal procedures, go to the Admissions Office, Room A419, or call 972-273-3101. Please see your instructor prior to withdrawing from a course.

Please read “Stop before you Drop”, and “Drop Policy” under Institutional Policies.

INSTITUTIONAL POLICIES

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".
Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the
instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

**REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the ADA/ACCESS Office at (972) 273-3165 or visit Room A-430 at North Lake College. It is the policy of NLC to provide reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ADA/ACCESS Office.

**DROP POLICY**

If you are unable to complete this course, you must officially withdraw by July 1st, 2014. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: [http://www.DCCCD.edu/thirdcourseattempt](http://www.DCCCD.edu/thirdcourseattempt).

**FINANCIAL AID STATEMENT**

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 attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**COUNSELING SERVICES**

Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

**STOP BEFORE YOU DROP**

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

WRITING CENTER (A309)
The Writing Center supports and supplements classroom instruction by providing focused, individualized writing instruction in response to the specific needs of the student. Its services are available to all North Lake students, not just those enrolled in English classes. The tutors are skilled writing specialists who can help students clarify writing tasks, understand instructors' requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" students' papers, the Writing Center staff focuses on helping students develop and improve their writing skills.

Located in Room A309, the Writing Center is open 8:00 AM to 9:30 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday. Saturday hours are 9:00 AM to 2:00 PM during fall and spring semesters. Hours will vary during other sessions. Students who have scheduled an appointment in advance will have a tutor available to work with them at their scheduled time. Walk-ins are welcome, but they may have to wait for an opening or make an appointment for a later time, perhaps a later day. To schedule an appointment, come by the Writing Center, call 972-273-3089, or email nlcwritingcenter@dcccd.edu.
## Appendix A

<table>
<thead>
<tr>
<th><strong>Learning Activity</strong></th>
<th><strong>Learning Outcomes</strong></th>
<th><strong>Evaluation / Assessment</strong></th>
<th><strong>Scans Competencies Foundation Skills</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provide a brief description of the learning activity.</strong></td>
<td><strong>Briefly list the specific learning outcomes/ objectives for the activity.</strong></td>
<td><strong>How will the activity be assessed?</strong></td>
<td><strong>SCANS: C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F6, F7, F8, F9, F10, F11, F12; C1, C3, C5, C7, C10, F13, F14, F15, F16, and F17. WORKPLACE SKILLS: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 35</strong></td>
</tr>
<tr>
<td>1. <strong>Learning Activity:</strong> Exam will test students skills on installing Windows Operating Systems.</td>
<td>All students enrolled in the ITNW 1408 courses will be able to plan a Windows 8 configuration. Students will also be able to install and deploy Windows 8, manage devices/disks and applications, configure network settings, firewall, remote management, authentication, user account control, Windows update and Windows Internet Explorer with a 70% achievement/proficiency level from an online exam.</td>
<td>Classroom Exam</td>
<td></td>
</tr>
</tbody>
</table>
| 2. **Lab Exam will test students troubleshooting skills.** | All students enrolled in the ITNW 1408 courses will learn how to troubleshoot and solve problems with Windows hardware, applications, and startup issues using Windows 8 tools with a 70% achievement/proficiency level from an exam. | Lab Exam | }