Computer Science Technology Department
Houston Community College

HCC — HOUSTON COMMUNITY COLLEGE

Microsoft® IT Academy Program

Windows 7 Configuration – MCSE Certification Track
Course Syllabus

Instructor	Name: Douglas (Scott) Hillman Tel: 713-718-6465 Office: 1215 Holman St. Suite JDB210 Houston Tx. 77004 Email: scott.hillman@hccs.edu Website: http://eagle.hccs.edu/faculty/hillman_s/index.html		
Course Reference Number (CRN)	74812	**Course Level**	Beginning
Course Description:	A study of Windows 7 operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions; security features; network connectivity; setup of external devices; optimization and customization; and deployment of application, with hand-on experience.		
Course Prerequisite(s)	ITNW 1358: Network+ or ITNW 1425 or Department approval		
Course Semester Credit Hours (SCH) (Lecture, Lab)	Credit Hours 3.0 (Lecture 2, Lab 4)		
Course Location/Times	JDB room 208 1215 Holman St. Houston Tx. 77004	**Total Course Contact Hours**	96
Instructional Materials (Textbook)	Microsoft Official Academic Course 70-680: Windows 7 Configuration (includes lab manual). Author: Microsoft Learning. ISBN; 978-0470891223. Publisher: Wiley.		
Instructional Methods (select one)	Web-enhanced (49% or less)	**Type of Instruction (Lecture, Lecture/Lab, COOP, Practicum**	Lecture/Lab,
Course Length (number of weeks)		16 Weeks	

Instructor's Requirements	1. Adequate hardware including a 1 GHz or faster CPU, 1GB or more of RAM, graphics card with 128 MB of memory, 100 GB of disk storage space and handle multimedia items (sound and maybe a microphone [suggested but not required this semester].
	2. Windows XP – SP2 and/or Windows Vista and or Windows 7, 8 operating systems.
	3. Internet Explorer version 7 or higher (your web browser software)
	4. High speed Internet access (DSL or cable - dial up will NOT work)
	
	Acceptance Guidelines: Not all people are well suited for independent study. A general set of guidelines is used to determine if you should be accepted into the Distance Education sections of ITNW1425. These guidelines will require you to:
	1. Be self motivated or self starter: This usually means having completed at least 6 credit hours of college and having a cumulative GPA of 2.5 or better. Exceptions must be approved by the instructor.
	2. Meet the course prerequisites: This means being ready for ENGL1301 and MATH1314 (i.e. no remediation needed) and high school computer literacy or equivalent.
	3. Already be familiar with microcomputers by having used:
	    a. Windows 95, Windows 98, Windows ME, Windows 2000 Pro, Windows XP, Windows Vista, or Windows 7.
	    b. An Internet browser
	    c. Files and folders. This means that you should be able to create, rename, delete, locate, move and copy files and folders. You should also be familiar switching between the icon view and the details view in My Computer/Windows Explorer. A basic understanding of the above file management skills is required.
	4. Have access to computer resources:
	    a. either, have adequate hardware with software installed on a computer at home or work including adequate Internet access with DSL or cable speed
	    b. Or, be able and willing to use open lab times provided by the college to complete the course.
	    c. Please note, the network or computer going down the night before an assignment is due is NOT a valid excuse. Assignments have ample lead time before the Cut off Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem.

Instructor Grading Criteria	Student Attendance/Participation is Mandatory: As a Web enhanced Distance Education section of this topic, you must make satisfactory progress in this course. Students may be withdrawn if the student misses turning in assignments or quizzes that total to more than 89 points (which is more than 12.5% of the course work prior to the Final Exam). Contact the instructor if you are having a problem. If you decide to quit participating in the course before the Last Day for Administrative/Student Withdrawals you should see the Registrar and properly withdraw so that you will receive a W. After the withdrawal date deadline, the instructor is not able to withdraw you. If you quit participating in the course after the Last Day for Administrative/Student Withdrawals, you will receive an F. This will apply to all students. Incomplete grades are rarely given. Thus, as your Professor, I expect to have regular contact with you during the semester. Most of this contact will be electronically within the Blackboard Vista environment. Most interaction will be via the Announcements, Discussions and Mail tools and the grading of assignments. Professor Participation: I will normally enter the course via Blackboard Vista every business day (Monday thru Friday unless it's a Holiday), however for a variety of reasons (sick, out of town, computer broken, internet connection not working, etc.) I may not enter the course on a given day. Often I will enter the course more than once on a business day. I will usually enter the course on Saturday morning, but not always. Sometimes, I will enter the course on Sunday. Thus, it might appear that you have 24/7 instructor response and you could wrongfully expect immediate response to all your needs. I will try to respond quickly and you should normally have a response within 3 business days, so don't panic if you don't get a response in 30 minutes. Instructors are usually allowed up to two weeks to grade assignments, however, I will try to grade lab assignments within 7 days after the "Cut off Date" for the assignment. In recent semesters, I have tried to grade all assignments within 2 to 3 days after they are submitted by students. All quizzes are self grading and students can see their results immediately. I will read all Blackboard Vista "Mail" every time I enter the course and normally will respond that same day. Once in a while a student's question requires a couple of days for me to research his question to allow me to formulate a good (correct) response. Final Grade: Your final grade will be posted within your Blackboard Vista course; however official grades are provided to students by the Registrar and are available shortly after the end of the semester. There is no other official method of posting a student's final grade. Final grades will not be given over the telephone by either the professor or any HCCS employee. If you need an official transcript, see the registrar and request a transcript be sent after posting of the grades

for the semester.

During the course, your progress (assignments and quiz scores) will be reported to you via the "My Grades" feature within Blackboard Vista. You should check this regularly to confirm your progress in the course is current.

US Mailing Address, Telephone and Email Address: Make sure that your address is correct on your student ID card and that HCC has your correct telephone and email information.

Class Schedule: The below due dates are established so as to prevent "Procrastination" on your part. It is "strongly suggested" that students set a regular study schedule. This will allow them to complete materials on or before the "Due Date". Students that work ahead will be able to handle unexpected situations that will occur in their life. Not working ahead might cause them to miss the due date for a Learning Module. Assignments not received and quizzes not taken by the "Cut off Date" for a Learning Module will not be received and will be given the grade of zero.

Assignments must be submitted and quizzes taken by 11:55:00 PM (on OUR CLOCK) on the "Cut off Date". The "Due Date" is when we highly recommend finishing the module. The "Cut off Date" is when the module MUST be submitted. Remember, you can always turn in assignments before the "Due Date", but never after the "Cut off Date".

If you are having problems completing course materials on time (by the "Due Date"), chat with the instructor. If you have over scheduled your life (working 40 hours a week and taking 15 credit hours of college instruction), have computer problems (my computer is broke and I don't know when it will get fixed) or don't have a textbook (too poor to buy one until payday) – DON'T BE SURPRISED IF THE INSTRUCTOR SIMPLY SAYS, "You should withdraw from the course". In other words, you might not get much sympathy and the instructor will expect materials to be submitted by the "Cut off Date".

However, under unusually circumstances (death or illness in the family and other items that greatly disrupt your life), the instructor might be willing to accept late materials. But the time to chat with the instructor is when something is "Due". Don't wait until the "Cut off Date" to announce that you have a problem and would like some consideration; again – you might not get much sympathy.

EXAMS: MID-TERM 25%, FINAL EXAM 25%

Each exam is composed to test knowledge and skills acquired through reading and participation.

Exams are an evaluation of your individual knowledge and skill acquired.

CHAPTER QUIZZES 25%

Quizzes are an evaluation of your individual knowledge and skill acquired.

DISCUSSIONS/PARTICIPATION/LABS/INTRODUCTION AND FIELD TRIP AND/OR HANDS-ON ASSIGNMENTS 25%

Your instructor will give you more specific information regarding this section.

Course Requirement, Policy, and
Course Calendar

Due Dates	Cut Off Dates	Learning Modules	Dates TBA
TBA	TBA	Classes Begin - Introduction	
TBA	TBA	Lesson1: Introducing Windows 7	
TBA	TBA	Lesson 2: Installing Windows 7	
TBA	TBA	Lesson 3: Deploying Windows 7	
TBA	TBA	Lesson 4: Working with Disks and Devices	
TBA	TBA	Lesson 5: Connecting to a Network	
TBA	TBA	Lesson 6: Sharing Resources	
TBA	TBA	Lesson 7: Working with Applications	
TBA	TBA	Midterm exam Chapters 1-7	
TBA	TBA	Lesson 8: Managing and Monitoring Windows 7 Performance	
TBA	TBA	Lesson 9: Working with Workgroups	
TBA	TBA	Lesson 10: Securing Windows 7	
TBA	TBA	Lesson 11: Administering Windows 7	
TBA	TBA	Lesson 12: Using Mobile Computers	
TBA	TBA	Review and catch up	
TBA	TBA	Review and catch up	
TBA	TBA	Field trip to be announced	
TBA		**Final Exam on-campus – Central College**	

The grading scale is a follows:

COURSE GRADING:	
25%	Final Exam
25%	Mid-Term Exam
25%	Chapter Quizzes
25%	Labs/Participation/Discussions/Hands-on Assignments/Field Trip
100%	TOTAL

Learning Objective, Students Learning Outcome, and Program Spec

Note: This section of the syllabus provides the general course learning objectives, the expected students learning outcome, the course scope in terms of the department program, and the instrument used to evaluate the course. If you have any question, contact the instructor or the department.

HCC Grading Scale	<table><tr><th>Grade</th><th>GPA Points</th></tr><tr><td>A = 100- 90</td><td>4 points per semester hour</td></tr><tr><td>B = 89 - 80:</td><td>3 points per semester hour</td></tr><tr><td>C = 79 - 70:</td><td>2 points per semester hour</td></tr><tr><td>D = 69 - 60:</td><td>1 points per semester hour</td></tr><tr><td>59 and below = F</td><td>0 points per semester hour</td></tr><tr><td>IP (In Progress)</td><td>0 points per semester hour</td></tr><tr><td>W(Withdrawn)</td><td>0 points per semester hour</td></tr><tr><td>I (Incomplete)</td><td>0 points per semester hour</td></tr><tr><td>AUD (Audit)</td><td>0 points per semester hour</td></tr></table> IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.
Course Student Learning Outcomes (SLOs):	1. Identify hardware requirements 2. Perform clean installation or upgrade to Windows 7

	3. Troubleshoot post-installation configuration issues 4. Setup, manage and configure Windows security, network connectivity, file systems, desktop environment, users accounts and privileges 5. Use profiles to control desktop customization 6. Identify and setup Internet services
Learning Objectives	
Student Assignments	Refer to the course calendar
Student Assessment(s)	
Program/Discipline Requirements:	Instructors will use standard syllabus that will satisfy CurricuUNET requirements and improve on-going assessment of student-centered learning and teaching.
Academic Discipline/CTE Program Student Learning Outcomes (PSLOs)	1. Install, configure, upgrade, and troubleshoot personal computer operating systems 2. Install, configure and troubleshoot networking hardware, protocols and services 3. Manage and Maintain a Microsoft Windows Server 2008 or newer Environment/Network Infrastructure 4. Demonstrate knowledge in General Security Concepts, Communication Security, Infrastructure Security, and Unified Communications
SCANS and/or Core Curriculum Competencies: If applicable	Secretary's Commission on Achieving Necessary Skills (SCANS) 1. C1: Allocates Time C16: Monitors and Corrects Performance Students monitor and correct performance of Windows 2008 server in this course. Students correct performance and predict impact of specific actions while working with lab partners. Students identify trends and gather information by monitoring system performance. C17: Improves and Designs Systems Students have to plan and design the installation of a Windows Operating System and then complete the installation (file system layout, file system space, security, etc…). Changes are then made to improve the design and performance of the system.
HCC Policy Statement	
Access Student Services Policies on their Web site:	http://hccs.edu/student-rights
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site:	http://de.hccs.edu/de/de-student-handbook
Access CE Policies on their Web site for non-credit classes:	http://hccs.edu/CE-student-guidelines
Competencies: If applicable	

USE OF CAMERAS OR RECORDING DEVICES
Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

DISTANCE EDUCATION (DE) ADVISING AND COUNSELING SERVICES
Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form AskDECounseling. Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

ASKDECOUNSELING FORM
AskDECounseling is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

EARLY ALERT
HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

HCC COURSE WITHDRAWAL POLICY
Beginning fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the HCC 6 Drop Policy.
To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP
- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center.**
- **HCC and/or professors may withdraw students for excessive absences without notification** (see Class Attendance below).
- **Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

CLASS ATTENDANCE
As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Moodle class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Moodle, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Moodle class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

DISABILITY SERVICES
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the Disability Support Services Office.
DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester:
District ADA Coordinator – Donna Price – 713.718.5165   Central ADA Counselors – Jaime Torres & Martha Scribner – 713.718.6164
Northeast ADA Counselor- Kim Ingram – 713.718.8420   Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422
Southeast ADA Counselor – Jette Lott - 713.718.7218   Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910
Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631
After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

LIBRARY RESOURCES
As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit Library Resources specifically for Distance Education students.
Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.
Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a "term paper" workshop; and online bibliographic search services.

ONLINE TUTORING
HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Moodle log-in page. This directs students to the HCC AskOnline Tutoring site: http://hccs.askonline.net/. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.
SOCIAL NETWORKING
DE students are encouraged to become a fan of DE on Facebook and follow DE on Twitter. These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

VIRTUAL CLASSROOM CONDUCT
As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.