

**Windows Workstation Operating Systems**

# Spring 2017 Syllabus

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| **Course number** | NET-303-DEC01 |
| **Section number** | 177128 |
| **Building and room number** | [www.iocconline.com](http://www.iocconline.com)  |

### Instructor Information

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| **Name** | K. Raine Morford |
| **College email** |  kmorford@eicc.edu |
| **Office hours or times available** | Email |
| **College voice mail number**  | (563) 441-4390 |

### Course Information

This course prepares the student for supporting and using Windows Operating System Platform in a business setting. Topics of this course include installation, administration of resources, troubleshooting, networking, optimization and security.

**Grading Policies**

Points will be awarded for all homework assignments, classroom labs, one required presentation, class participation, mid-term and final exams. Convert numeric scores to final grades using the following scale. (Divide the total points earned by the total points possible.)

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

Below 60 F

**Homework:**

Homework assignments due dates are listed under due dates on the left side. All Assignments are to be turned into the Dropbox. No late assignments will be accepted. The ONLY exception will be if the student makes arrangements with the instructor ***PRIOR to the date the assignments* are *due!*** In order to prepare grades in a timely manner, no makeup labs or late homework assignments will be accepted after the end of class.

**Attendance:**

This is an online class, you will be required to log in and post to discussions. You should log in at least 3 times a week to check for announcements. You should plan on spending at least 8 hours a week on class work.

**Student Information**

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| **Required text** | MCSA Microsoft Windows 10 Study Guide: Exam 70-697 William PanekISBN: 978-1-119-25230-6 |
| **College web site** | <http://eicc.edu>  |
| **Midterm date** | 3/10 |
| **Final date** | 5/16 |
| **Advising day** | 4/4 |
| **Days college is closed** | 2/17, Spring Break 3/13-3/17 |

**Class Information**

All class information can be found under course home links.

**College Information**

**Academic Calendar:** with dates pertaining to the class schedule, go to

 <https://eicconnect.eicc.edu/academicinformation/acadcalendars/Pages/default.aspx>

**To Access E-Bridge: to check Grades, Class Schedule, Financial Aid, and Register for Classes**:

Go to [www.eicc.edu](http://www.eicc.edu) Chose *EICC connect* and log in. Then chose *eBridge*, Students, Academic *Profile*

**FERPA information**: Scott Community College, in full compliance with the Family Educational Rights and Privacy Act of 1974, shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student. Students have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the act. For more information go to <http://www.eicc.edu> choose *EICC Connect*, sign in, choose *Student Services*, *Student Resources*, *Student Files*, then *FERPA*

**ADA information**: Anyone who feels they may need an academic accommodation based on the impact of a documented disability should contact the learning specialist on the Belmont campus at 536-441-4027 to arrange an appointment as soon as possible. At the appointment, course format, individual needs, and potential accommodations will be discussed. This service is FREE and confidential.

**Military information**: Eastern Iowa Community Colleges seeks to provide a learning environment that is welcoming to all students. Any active or reserve military who would like to discuss transitioning from the military into the academic environment, please contact Rebecca Geiken. She is available to assist all veterans and their families in accessing programs and services within the college and community to enhance the educational experience. We have a Student Veteran’s Organization and a Veteran Center in room 1019 on the Belmont campus. Rebecca Geiken, Military and Veteran Student Affairs Facilitator, rgeiken@eicc.edu or by phone at 563-441-4060.

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