

# Course Syllabus

**Course Name: Windows Single User**  
**Course Number/Section: NOS 130 / OL1**

Fall Semester 2010 Class Hours: Online

Instructor:	Lee Anne H. Bryan, M.EGR.	Office Location:	Building 17 – Office 103 Parker High Technology Building
Office Phone:	(910) 879-5653	Office Hours:	Monday: 9:00–11:00 am Tuesday: 9:50-10:50 am Wednesday: 9:00–10:00 am Thursday: 9:50-10:50 am
E-mail:	lbryan@bladencc.edu		
Instructor Webpage:	<a href="http://www.n4rsa.com">http://www.n4rsa.com</a>		

**TEXT, REQUIRED SOFTWARE and MATERIALS:**

*MCSE Guide to Microsoft XP Professional*, Second Edition, Enhanced, Authors: James Michael Stewart & Ed Tittel; Course Technology, 2006

*70-270: Web-Based Labs for MCSE/MCSA Guide to Windows XP Professional*, Second Edition, Course Technology, 2004

(1) USB 2.0 Portable Flash Drive (at least 512 MB)

**DESCRIPTION:**

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

**Special Needs Information:** Students with special needs related to a diagnosed disability should contact Tommy Rains (910.879.5570; trains@bladencc.edu) in student services for assistance.

**GOALS/STUDENT LEARNING OUTCOMES** (Students will be able to demonstrate competency in the following areas):

1. Understand the process of hardware management in single-user systems
2. Successfully perform file and memory management
3. Describe the optimization of system configuration
4. Understand the use of utilities in a single-user environment

**REQUIREMENTS:**

Discussion Forums  
Assignments and Lab Activities  
Web-Based Labs  
Tests  
Final

**EVALUATION:**

Regular attendance is required to pass this course. After 12 hours of absence, the student is dropped. This roughly equals 3 weeks of classes.

All assignments will be given a point value; grades will be recorded as having achieved an amount of the total points possible.

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Attendance and Participation	10%
Tests	20%
Assignments	30%
Web-Based Labs	30%
Final Exam	10%*

\*Exempt from Final Exam if student has an A average with 2 or less absences.

100 – 90 = A	89 – 80 = B	79 – 70 = C	69 – 60 = D	59 and below = F
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**Academic Integrity:** In addition to good academic performance, students should exhibit honesty and integrity. If there is any question that academic honesty and integrity are not honored, students may be required to redo assignments in the presence of an instructor-selected monitor. Proof of dishonesty, including plagiarism, will make students subject to disciplinary action. Please consult your college catalog for more information.

### Ground Rules:

#### 1. Course Management:

- Prerequisite: NOS 110
- The course is located at the Moodle link on the college web page, <http://www.bladenc.edu>.
- Anticipated E-Mail Response Time is within above stated Office Hours.
- Anticipated Graded Assignment Turn-Around Time is one week from due date.
- For any assistance needed with email (Phillip Pope, [ppope@bladenc.edu](mailto:ppope@bladenc.edu)), Moodle (Maurice Mitchell, [mmitchell@bladenc.edu](mailto:mmitchell@bladenc.edu)), or Webadvisor (David Gooden, [dgooden@bladenc.edu](mailto:dgooden@bladenc.edu)) please see the BCC homepage. From the homepage click on the Distance Education Link and look for the link to 24/7 Moodle Support or IT helpdesk.

#### 2. Course Attendance:

- Course attendance of 100% is expected.
  - If contact is not made prior to the 10 percent point of the course, then the student will be dropped from the course with a grade of "W".
  - If absences exceed 20% of all scheduled contact hours, the student will be dropped from the course with a grade of "W" or "WF" depending on the official withdrawal date.
  - If absent from class for two consecutive weeks, the student will be dropped from the course with a grade of "W" or "WF" depending on the official withdrawal date.
- See the college catalog for current policy concerning class attendance, tardiness, drop / add periods, etc.

#### 3. Course Assignments:

- All submissions must be made through the appropriate Moodle links unless instructor specifies differently. No email attachments or paper copies will be accepted.
- Late assignments will be assessed a penalty of 10% per day. No exceptions are made. Assignments more than one week late will not be accepted and will receive a grade of 0. However, no late assignments will be accepted during final exam week.
- The student will be responsible for completing and saving assignments in the specified file types. Any other format will not be accepted.
- The student will be responsible for completing the lab assignments and will be expected to fully understand the material. Completion of all assigned labs is a requirement for successful course completion.

#### 4. Course Quizzes and Exams:

- Quizzes, tests, and exams must be taken on the scheduled date; otherwise a grade of zero will be

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assigned. Any exceptions to this policy must be the result of a documented emergency or prior arrangement with the instructor.

- Do not wait until the last scheduled date to take any quizzes, tests, or exams in case of computer or technical difficulties.

### NOS 130: Windows Single User

Course Schedule (*Highly Volatile and Subject to Change!*)

Week 1 Aug. 21-29	Syllabus; Moodle Orientation; Introduction to Windows XP Professional – Chapter 1
Week 2 Aug. 30-Sept. 5	Installing Windows XP Professional – Chapter 2
Week 2 Sept. 6-12	Using the System Utilities – Chapter 3
Week 4 Sept. 13-19	Managing Windows XP File Systems and Storage – Chapter 4
Week 5 Sept. 20-26	Test #1; Users, Groups, Profiles, and Policies – Chapter 5
Week 6 Sept. 27-Oct. 3	Windows XP Security and Access Controls – Chapter 6
Week 7 Oct. 4-10	Windows XP Network Protocols – Chapter 7
Week 8 Oct. 11-17	Internetworking with Remote Access – Chapter 8
Week 9 Oct. 18-24	Test #2; Printing and Faxing – Chapter 9
Week 10 Oct. 25-31	Performance Tuning – Chapter 10
Week 11 Nov. 1-7	Windows XP Professional Application Support – Chapter 11
Week 12 Nov. 8-14	Working with the Windows XP Registry – Chapter 12
Week 13 Nov. 15-21	Test #3; Booting Windows XP – Chapter 13
Week 14 Nov. 22-28	Windows XP Professional Fault Tolerance – Chapter 14
Week 15 Nov. 29-Dec. 5	Troubleshooting Windows XP – Chapter 15
Week 16 Dec. 6-9	Final Exam