

Oklahoma State University Institute of Technology
Common Syllabus
Summer 2017

ITD 2223 Operating Systems

Focuses on operating systems and system security. Topics include: operating system installation, configuration and implementation, and operating system security architectures. Theory/Lab.

Type of course: Theory/Lab.

Credit Hours: 3; Total hours of theory per semester: 35;

Total hours of lab for the semester: 40; Total hours of clinical per semester: 0.

Class length - Fully Online

Prerequisites: None.

Instructor Name: Jim Strother

Instructor Phone: (918) 293-4798

Office: EET/IT - Room 15E

Instructor email: james.strother@okstate.edu

Contact: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's Office Hours:

Monday/Wednesday - 9:30 am to noon, 3:00pm to 4:00pm

Tuesday/Thursday – 8:00am to 11:15am, 1:00pm to 4:00pm

Or by appointment

School Name: Information Technologies

School's Main Phone: 918-293-5440

Required Text, References, and Materials

Texts: *Windows 10 Inside Out, 2nd Edition*, Ed Bott, Carl Siechert & Craig Stinson (2015) Microsoft Press, ISBN: 978-1-5093-0485-1

Getting Started with Ubuntu 16.04, The Ubuntu Manual Team
<http://ubuntu-manual.org> Downloadable from Online Classroom course website.

References: Websites with instructions to install and configure Windows Server 2012

Materials: Computer with broadband Internet access and the ability to install software.

Uniform/Tools: None

Estimated Cost for Materials: \$ 60.00

Estimated Cost for Uniform/Tools: \$ 00.00

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives	
demonstrate knowledge of standard backup or disaster recovery processes	Backup Configuration Labs	A.1
communicate in a professional manner in both IT technical and non-technical written forms in electronic and/or print formats	Research Papers	F.1
install and/or configure the workstation or server operating system to meet identified needs	Learning/Assessment Assignments*	I.2

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this course is used in the university assessment program.

Course Activities

In this course students will:

- Examine the progression of Windows operating systems.
- Experience operating systems in a virtual environment.
- Install Windows operating system.
- Install several services on Windows server
- Manage user accounts.
- Explore group policy.
- Monitor system performance.

Evaluation - Grades will be based on the quality and completion of these tasks:

Discussion Responses	10%
Attendance	5%
*Learning/Assessment Assignments	30%
Research Papers.....	10%
Digital Course Portfolio.....	5%
Install Labs	5%
Quizzes (min. 4)	20%
Mid Term Exam	7.5%
Final Exam	7.5%
TOTAL.....	100%

OSUIT Grading Scale
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Online Course Interaction

This online/hybrid course uses a variety of tools to build a community of learners and strengthen communication between students and their peers, as well as between students and the instructor. Through the use of these tools, you will be able to interact with others in the virtual classroom. Communication tools used in this course include Discussion, News, Blackboard Collaborate, and Email.

Interaction with Your Peers

Each week, you will be required to post one original post and one response to your peers on the discussion board within the Online Classroom.

- You will be required to make at least 1 post by Wednesday
 - If your first post is on Thursday I will deduct 10 points, Friday 20 points, etc.
 - These must be solid posts on the subject of the discussion.
- If your first post is BEFORE Wednesday, I will add 5 points for each day
- If your first post is Monday and you make 4 solid posts that week, you will receive a 90 for 4 posts and 10 points for the Monday post.
- The sooner you post, the fewer posts will be required to receive a 100.
 - 5 or more solid responses (no "I agree" etc.) is 100%
 - 4 solid responses is a 90%
 - 3 solid responses is an 85%
 - 2 solid responses is a 70%
 - 1 solid responses is a 50%

Interaction with Your Instructor

In addition to online office hours (as indicated on the first page of this syllabus), you can also expect me to provide:

- additional information and updates about the course as needed through e-mails and the News feature in the Online Classroom (D2L)
- detailed analysis, feedback and explanation of grades according to the following schedule
 - Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.
 - Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

You may contact me by email at any time with questions or concerns about your course; however, please allow 24-48 hours to receive a reply to your correspondence on weekdays. I may not be available to respond to your correspondence on the weekend, so please do not leave your coursework until the last possible moment in case you need assistance.

Attendance Policy for Online Courses:

A primary component of OSUIT's Mission is: *to prepare and sustain a diverse student body as competitive members of a world-class workforce*. Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definition:

Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.

- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- B. Active participation is defined as the completion of required activities such as:
 1. Completion of online quizzes or exams
 2. Submission of assignments
 3. Participation threaded discussions, or
 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
- C. Calculations for weekly to percentage ratios
 1. Missing 1 of 15 weeks = 6.67%
 2. Missing 2 of 15 weeks = 13.33%
 3. Missing 3 of 15 weeks = 20%
 4. Missing 1 of 7.5 weeks = 13.33%
 5. Missing 1.5 of 7.5 weeks = 20%

Procedures:

Early Intervention:

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student must meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences:

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 - 1. being administratively withdrawn from a course
 - 2. dropping a course
 - 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

Authorized Tools

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

Late Work

Turning in your properly-executed work early is always acceptable. All exams, assignments, papers and projects must be completed and submitted by the specified due date; late work will not be accepted after the due date unless prior authorization is given.

If the faculty member grades an assignment you have submitted before the due date, you do not have the ability to modify the assignment to increase your grade. Any additional submissions will not be opened, so make sure you are ready to submit your assignments and accept the grade you are given.

Testing

Quizzes may be timed or proctored during this course.

University & Course Expectations

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

Americans with Disabilities Act (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of

appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

Academic Dishonesty

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions:

1. Plagiarism: the representation of previously written, published, or creative work as one's own
2. Unauthorized collaboration on projects
3. Cheating on examinations
4. Unauthorized advance access to exams
5. Fraudulent alteration of academic materials
6. Knowing cooperation with another person in an academically dishonest undertaking.

Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

Course Schedule			
Schedule	Topics	Assignment	Due Date
Module 1	<ul style="list-style-type: none"> ○ Download and install the vSphere Client Software. Introduction to Windows 10 <ul style="list-style-type: none"> ○ Getting to know Windows 10. ○ Learn how to get around Windows 10 ○ Install Windows 10 using vSphere (Lab Assignment). 	Learning Assignments – Download and install the vSphere Client Software. Screen shots of Learning assignments Discussion Posts Lab One – Windows 10 Install.	05/07
Module 2	Using Windows 10 <ul style="list-style-type: none"> ○ Navigating Windows 10 ○ Managing and Arranging Windows ○ Customizing the appearance ○ Syncing your settings 	Learning Assignments – Chapters Three and Four screen shots Discussion Posts	05/14
Module 3	Networking and Managing User Accounts <ul style="list-style-type: none"> ○ Monitor your network ○ Share files ○ Home groups 	Learning Assignments – Chapters Five and Six screen shots. Discussion Posts Quiz One – Chapters 1-6	05/21

Module 4	Securing Windows 10 Devices and using desktop programs <ul style="list-style-type: none"> o Understanding Security Threats o Securing your system o Installing/running Apps 	Learning Assignments – Chapters Seven and Eight screen shots. Discussion Posts	05/28
Module 5	Productivity, communication and Music <ul style="list-style-type: none"> o Mail, Calendar and People o Find and Play Music and Other Audio Files o View and Manage Photos o Watch and Organize Videos 	Learning Assignments – Chapters Ten and Eleven screen shots. Discussion Posts	06/04
Module 6	Managing files on PCs and in the cloud <ul style="list-style-type: none"> o File Explorer o Managing file properties o Using Windows Search 	Learning Assignments – Chapter Twelve screen shots. Discussion Posts Research Paper One due Quiz Two – Chapters 7-12	06/11
Module 7	System Maintenance and Troubleshooting <ul style="list-style-type: none"> o Troubleshooting Problems in Windows 10 o Managing Hardware o Managing Disks and Drives 	Learning Assignments – Chapters Thirteen and Fourteen screen shots. Discussion Posts Mid-Term Exam	06/18
Module 8	Installing Server 2012 R2 <ul style="list-style-type: none"> o Understanding Server Software o Using different services o Using server roles 	Learning Assignments – Install Windows Server 2012 screen shots. Discussion Posts	06/25
Module 9	Configuring Server 2012 R2 <ul style="list-style-type: none"> o Understanding why Active Directory is used o Configuring Active Directory 	Learning Assignments – Install Active Directory screen shots. Discussion Posts	07/16
Module 10	Installing Ubuntu Linux <ul style="list-style-type: none"> o The History of UNIX and GNU–Linux o The Installation Process o Gathering Information About the System 	Learning Assignments – Installation and configuration Discussion Posts Quiz Three – Chapters 13, 14, Server, Installing Linux Research Paper Two due	07/23
Module 11	Getting Started with Ubuntu Linux Desktop <ul style="list-style-type: none"> o A Tour of the Ubuntu Desktop o The File Manager o Using software 	Learning Assignments – Screenshots Discussion Posts	07/30
Module 12	Working With Ubuntu <ul style="list-style-type: none"> o Office Suites o Network Manager o Desktop Sharing 	Learning Assignments – screen shots. Discussion Posts	08/06
Module 13	Introduction to Hardware and Software Management <ul style="list-style-type: none"> o Displays o Sound o Keyboard and Mouse o Package Management 	Learning Assignments – screen shots. Discussion Posts Quiz Four Linux Research Paper Three is due	08/13

Module 14	Course Portfolio Due Final Exam		08/23
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Schedule is subject to change at instructor discretion.