COURSE SECTION INFORMATION
(WEEKLY SCHEDULE)

School of Advanced Technology

Windows Desktop Support

Computer Systems Technician

Professor's Name: Joseph Odiete

Email: odietej@algonquincollege.com

Phone:

Office: T-325

Course Number: CST8202

Course Section: #010 #20 #011 #012 #013 #021

Academic Year: 2025 - 2026

Term: 2025 Fall

Academic Level: 01

Out of Class Assistance:

- **Scheduled appointments**
- **E-mail**
- **MS Teams**

Section-Specific Learning Resources

Include the following statements/list resources as appropriate:

- The textbooks for this course are the same as those listed in the approved course outline available on Brightspace.
- Additional Reference and Supporting Resources: Office 365 and VMware

Evaluation Breakdown

Assessment	Value	CLRs
Lab Activities	40%	1,2,3,4,5, 6,7
Midterm Exam(s)	25%	
Final Exam	20%	
Practical Skills Assessment	15%	

Learning Schedule (subject to change with notification)

Date	Weekly Theme and Lecture Topic	Lab Activities	Assessment Due
Week 1 Sept 01 - 05	Course Introduction, VMware & File Management	Lab 1 - System Setup and Organisation	
Week 2 Sept 08 - 12	Windows 10 interface and navigation Shortcut Keys, Win 11 What's new?	Lab 2 - Windows 10/11 Installation	Lab 1 - System Setup and Organisation
Week 3 Sept 15 - 19	Backup BC/DR	Lab 3 - File System, Backup & Recovery	Lab 2 - Windows 10/11 Installation
Week 4 Sept 22 - 26	Powershell and Command Line	Lab 4 - PowerShell	Lab 3 - File System, Backup & Recovery
Week 5 Sept 29 – Oct 03	User Groups and Permissions **Review**	Demos – Lab 4	Lab 4 - PowerShell
Week 6 Oct 06 - 10	Midterm #1	Lab 5 – User, Groups, Shares and Security	
Week 7 Oct 13 - 17	Network and File shares		Lab 5 – User, Groups, Shares and Security
Week 8 Midterm Break Oct 20 - 24			
Week 9 Oct 27 - 31	Registry	Group Project	
Week 10 Nov 03 - 07	BitLocker, Encryption and Compression, Processes	Lab 6 – Registry, Bitlocker, Encryption	Lab 6 – Registry, Bitlocker, Encryption
Week 11 Nov 10 - 14	Scripting **Review**	Lab 7 – Scripting PowerShell	
Week 12 Nov 17 - 21	MidTerm #2	Demos – Lab 5/6	Group Project Presentation
Week 13 Nov 17 - 21	Windows Cloud Computing	Practice SBA	Lab 7 – Scripting PowerShell
Week 14 Nov 24 - 28	Review	Lab Practical Exam	Lab Practical Exam
Week 15 Dec 01 - 05	Final Exam Week		

Other Important Information

Classroom policies specific to the course section (e.g., attendance, classroom etiquette)

- ❖ Test Questions will be generated from classroom discussion.
  - It is strongly advised that students attend, take notes and participate in the classroom discussion.

- Course policy for missed in class tests:
  - At the discretion of the professor, any major assessment that was missed with an acceptable and documented reason will either;
    - A) be added to the weighting of a future assessment, to a MAXIMUM weighting of 50%.
    - B) be addressed with a makeup assessment that may be a different format than the original.
  - Any missed assessment without an acceptable and documented reason will receive a 0 grade.
- There is no provision for making up missed exams, regardless of the reason.
- To pass the credit course, students must achieve a minimum contribution of:
  - 22.5% from an average from Evaluation Items # 2 and 3 (Midterms Exams & Final Exam)
  - 27.5% from an average of Evaluation Items # 1 and 4 (Lab Activities & Practical Skills Assessment)
  - Achieving a higher mark in one evaluation area cannot be used to offset a low mark in the other.

- Demos are required for some, or all, of your lab material to demonstrate competency and comprehension.
  - Demos are formative and are not taken into consideration for your grading of the assignment. However,
    - Failure to attend a demo will result in a grade of zero for the assessment.
    - Failure to satisfactorily complete the demo may result in a grade of zero.
  - A demonstration may be required to receive a grade for the assessment.
  - Check the weekly schedule for any required demos

Statement on Generative Artificial Intelligence (AI)

Students may use generative AI in this course in accordance with the guidelines outlined by instructor for activities such as brainstorming, outlining, revising, or editing, provided that the use of generative AI is cited following instructions communicated in the Weekly Schedule.

Under Algonquin College Policy AA48 – Academic Integrity, "Academic work submitted by learners is evaluated on the assumption that the work presented by the learner is their own" and defines contract cheating as "[a] third-party completing work, with or without payment, for a learner, who then submits the work as their own, where such input is not permitted." Use of generative AI outside assessment guidelines and/or without citation will be brought forward as instances of academic misconduct under this policy. When uncertain, students should reach out to their professor, who will clarify as necessary.

The use of generative AI for the completion of labs, assignments, quizzes, or other assessments not identified here but used in the course, is strictly prohibited.