OSYS 1200

TENTATIVE WORK PLAN

Introduction to Windows Administration

FACULTY INFORMATION

Name	Alfred Parks	
Email	alfred.parks@nscc.ca	
Office Telephone	(902)670-9714 or by Teams	
Campus	Annapolis Valley Campus - COGS	
Office Location	Room 115B	
Availability	8am to 5:30pm when not in class	

Academic Chair:
Monica Lloyd
(902)824-0568
Monica.lloyd@nscc.ca
Administrative Assistant:
Angie Publicover
(902) 584-2103
Angie.publicover@nscc.ca

TEXTBOOK / RESOURCE REQUIREMENTS

Required Textbook

Title (if applicable)	Author(s)	Edition	Publisher	ISBN
Microsoft Specialist Guide to Microsoft Windows 10 Configuring Windows Devices	Byron Wright, Leon Plesniarski		Course Technology – Cengage Learning	978-1-285-86857-8

For more information on the course text(s), contact your campus bookstore. For Online courses, contact Metro Bookstore.

SUPPLIES / ADDITIONAL RESOURCES

Resources :   Posted on Course BrightSpace site
8 GB Memory Stick or larger
Paper Journal for class work

ACCREDITATION / EXTERNAL CERTIFICATION
None

ASSESSMENT AND EVALUATION METHODS
A variety of informal and formal methods may be used for assessing and evaluating your learning, including but not limited to:

- In Class Activities
- Quizzes & Tests
- Assignments

Evaluation Scheme:

In-class Activities (ICAs) 15 @ 1 - 3% each…….………… 20%
Tests 2 @ 20% each…………………………. ………..……. 40%
Weekly Quizzes 10 @ 3% Each …………………..…….. 30%
Journal / Paperwork…………………………………………… 10%
Total……………………………………………..…… 100%

Assignment weight depends on difficulty. Mandatory pass (60%) required for each assignment including Journal. All in Class Activities must be completed with a total of not less than 60%.

The pass mark for this course is 60 % and a student must achieve 60% or higher on all Tests, Assignments and In Class Activities

Late Submissions

Assessments and evaluations are to be handed in on or before the specified due date. Late submissions may not be accepted after assignments have been corrected and returned to other learners. A Late penalty of 5% per weekday will be applied. A Late penalty of 5% per weekday will be applied. Should you be unable to complete an evaluation, speak with your faculty prior to the due date about your options.

Supplemental Evaluations

Students may be eligible to write supplemental evaluations however, not all courses are eligible for a course supplemental evaluation. Approval to exempt a course from eligibility for supplemental evaluation must be granted by the school Dean and the Director of Enrolment and Registrar. For more information speak with your faculty or Academic Chair.

TENTATIVE SCHEDULE

Because every learner is different, it is effective to align the pace, workload, and delivery strategy to strengths of the learners. In a creative learning environment, **you should expect some variations** from this tentative work plan as well as a variety of informal assessments throughout the course.

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)

Week 1 Sept. 4-8	Introduction to Windows Administration
	- Course Introduction
	- Class Setup and Preparation
	
	Naming Conventions, Virtual Environments, Maintaining Documentation
	    Journal Introduction
	    Unit introduction / Book Introduction		

Week 2 Sept. 11-15	Windows10 Installation (Disk and Virtual) - Unit introduction - In class workshop Student centered and formative feedback in class working sessions	LO1, LO3	**Quiz 1** (Chapter 1-2) 3% ICA 1 ICA 2
Week 3 Sept. 18-22	Using the System Utilities - Unit introduction - In class workshop Student centered and formative feedback in class working sessions	LO2, LO3	**Quiz 2** (Chapter 3) 3% ICA 3
Week 4 Sept. 25-29	Managing Disks and File Systems - Unit introduction - In class workshop In class workshop Student centered and formative feedback in class working sessions	LO1, LO2 LO3	**Quiz 3** (Chapter 4) 3% ICA 4
Week 5 Oct. 2-6	Windows Command Line / Batch Files - Unit introduction	LO1, LO2 LO3	**Quiz 4** (Chapter 5) 3%

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
	- In class workshop User Management - Unit introduction - In class workshop Student centered and formative feedback in class working sessions Oct. 2 National Truth and Reconciliation Day -College Closed		ICA 5 ICA 6
Week 6 Oct. 9-13	Windows Security Features - Unit introduction - In class workshop System Event Logs (Event Viewer) - Unit introduction - In class workshop Student centered and formative feedback in class working sessions Oct. 9. Thanksgiving Day College Closed	LO2, L03	Quiz 5 (Chapter 6) 3% ICA 7
Week 7 Oct. 16-20	TEST 1 Networking / File Permissions /Shares - Unit introduction - In class workshop Student centered and formative feedback in class working sessions	LO1, LO2 LO3	Test 1 – 20%
Week 8 Oct. 23-27	Networking / File Permissions /Shares cont. Student centered and formative feedback in class working sessions	LO1, LO2 LO3	Quiz 6 (Chapter 7) 3% ICA 8
Week 9 Oct. 30- Nov. 3	User Productivity Tools - Unit introduction - In class workshop Application Support - Unit introduction - In class workshop Registry - In class workshop Student centered and formative feedback in class working sessions	LO2, L03	Quiz 7 (Ch 8-9) 3% ICA 9 ICA 10
Week 10 Nov. 6-10	Performance Tuning - Unit introduction - In class workshop	LO2, L03	Quiz 8 (Ch 10) 3% ICA 11

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
	Student centered and formative feedback in class working sessions Nov. 10 Study Day: College Closed to students		
Week 11 Nov. 13-17	Backups and Restores (Disaster Recovery) - Unit introduction - In class workshop Student centered and formative feedback in class working sessions Nov. 13 Remembrance Day Nov 13– College Closed	LO2, L03	ICA 12
Week 12 Nov. 20-24	Windows PowerShell Student centered and formative feedback in class working sessions	LO2, L03	ICA 13
Week 13 Nov. 27-Dec. 1	Enterprise Computing - Unit introduction Student centered and formative feedback in class working sessions	LO2, L03	Quiz 9 (Ch 13) 3% ICA 14
Week 14 Dec. 4- 8	Remote Access - Unit introduction - In class workshop Student centered and formative feedback in class working sessions	LO2	Quiz 10 (Ch 14) 3% **ICA 15 Hand in Journal 10%**
Week 15 Dec. 11- 15	Course Wrap-up Final Test (Semester work – must obtain a mark of at least 60%)		TEST 2 - 20%

ADDITIONAL INFORMATION

Inclusion and Integrity of the Learning Environment

We strive to ensure that equity, inclusion and social justice is the reality for all students, faculty and staff. We commit to provide a safe and respectful working and learning environment where differences are valued, expected and honored. Within this environment, students are required to demonstrate the values of respect, academic integrity and honesty.

To support these goals, we have the following policies:

- Respectful Community
- Student Community Standards
- Employee Code of Conduct
- Sexual Violence
- Academic Integrity
- Academic Accommodations
- Educational Equity

For more information visit https://www.nscc.ca/about/publications/policies-procedures/index.asp

Appealing a Final Grade

NSCC is committed to a fair, transparent and timely approach to a student's right to challenge academic decisions and non-academic decisions that affect academic progress and standing.

If you feel your final grade is unreasonable, speak with your Faculty or Academic Chair about your concerns. If the issue is not resolved, you may pursue a formal appeal. Speak with your Student Services Advisor for more information on the Student Appeals Policy, procedures, and your eligibility.

Copyright

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Preparing for Learning

Your success in this course stems largely from your level of engagement and willingness to learn. Preparation, attendance, and participation are key factors in learning. If you feel overwhelmed, lost, or disengaged, speak with your faculty, Academic Chair, or Student Services Advisor about how we can help.

Student Supports

Student Services provides you with a wide range of supports. For more information, visit Student supports.
For support with Brightspace contact the Technology Service Desk by visiting servicedesk.nscc.ca. Click *Create a Request* (Select "Brightspace (D2L)", then "Brightspace (D2L) Student Support"). Or, by phone, dial 902 491-6774 (press 4), or Toll-free:1 877 491-6774 (press 4). For self-directed, how-to resources to aid in using Brightspace, visit the Brightspace (D2L) Toolkit.

Take care of yourself

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating or lack of motivation. This may impact your daily activities and impact your academic performance.

We are here to support you.
To talk to a counsellor and explore other supports: Student Mental Health and Wellness Resources
For online supports and our 24/7 student helpline: HealthymindsNS
Your wellbeing is a priority – review our Mental Wellness Strategy

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Workplan Approval

[signature: Alfred Parks]

Signature: Faculty

Signature: Academic Chair, Manager Alternate Delivery, or Dean's Designate

Alfred Parks

Name of Faculty Member

Name of Academic Chair, Manager Alternate Delivery, or Dean's Designate

18 August 2023

Date

Date