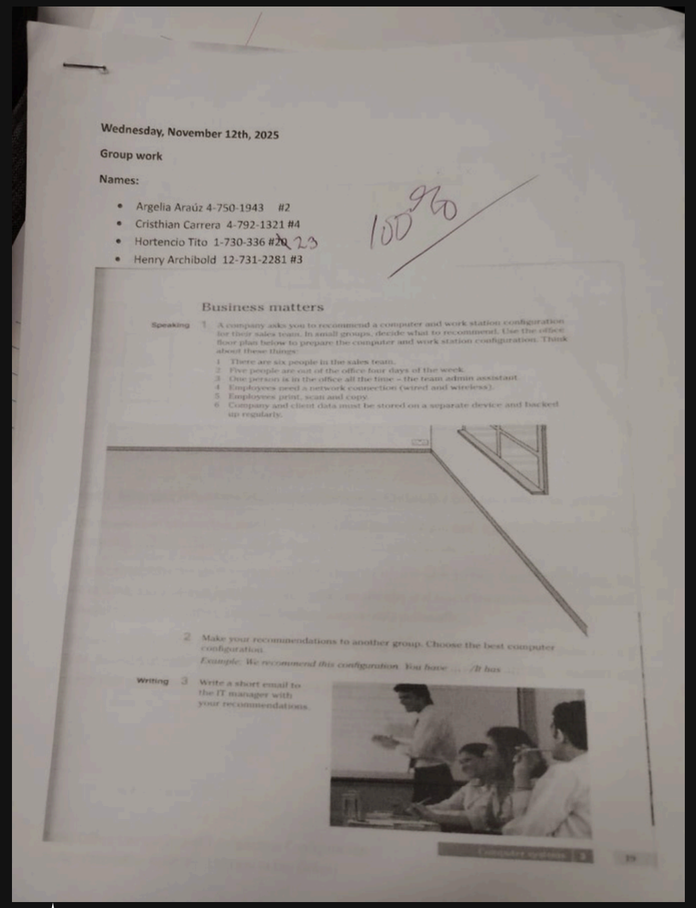
Artifact



Wednesday, November 12th, 2025

Group work

Names:

- Argelia Araúz 4-750-1943 #2
- Cristhian Carrera 4-792-1321 #4
- Hortencio Tito 1-730-336 #20
- Henry Archibold 12-731-2281 #3

100/100

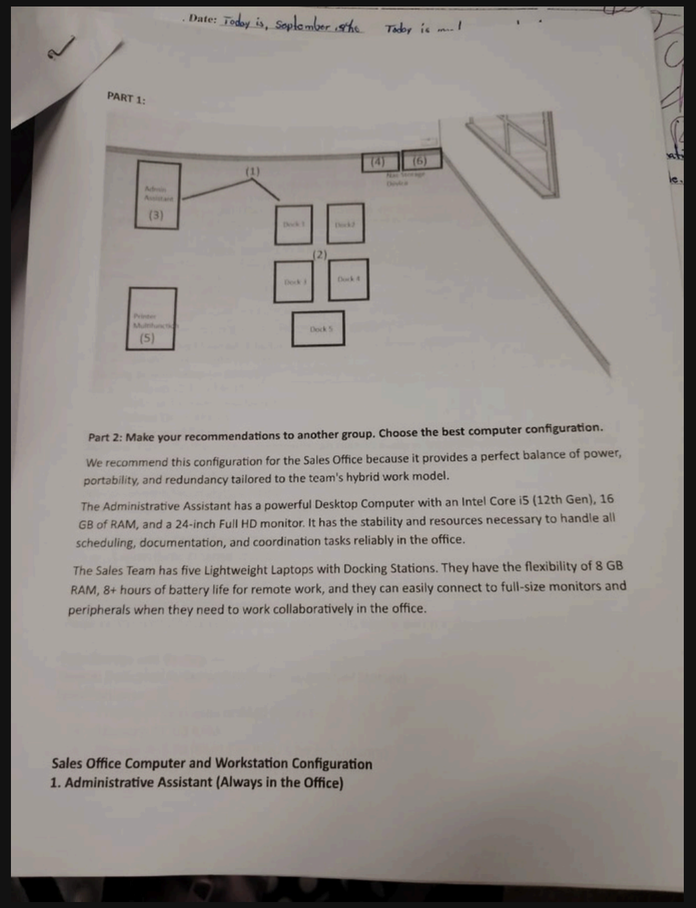
Business matters

Speaking 1 A company asks you to recommend a computer and work station configuration for their sales team. In small groups, decide what to recommend. Use the office floor plan below to prepare the computer and work station configuration. Think about these things:

1 There are six people in the sales team.
2 Five people are out of the office four days of the week.
3 One person is in the office all the time – the team admin assistant.
4 Employees need a network connection (wired and wireless).
5 Employees print, scan and copy.
6 Company and client data must be stored on a separate device and backed up regularly.

2 Make your recommendations to another group. Choose the best computer configuration.
Example: We recommend this configuration. You have ... /It has ...

Writing 3 Write a short email to the IT manager with your recommendations.



Date: Today is, September 18th Today is ... !

PART 1:

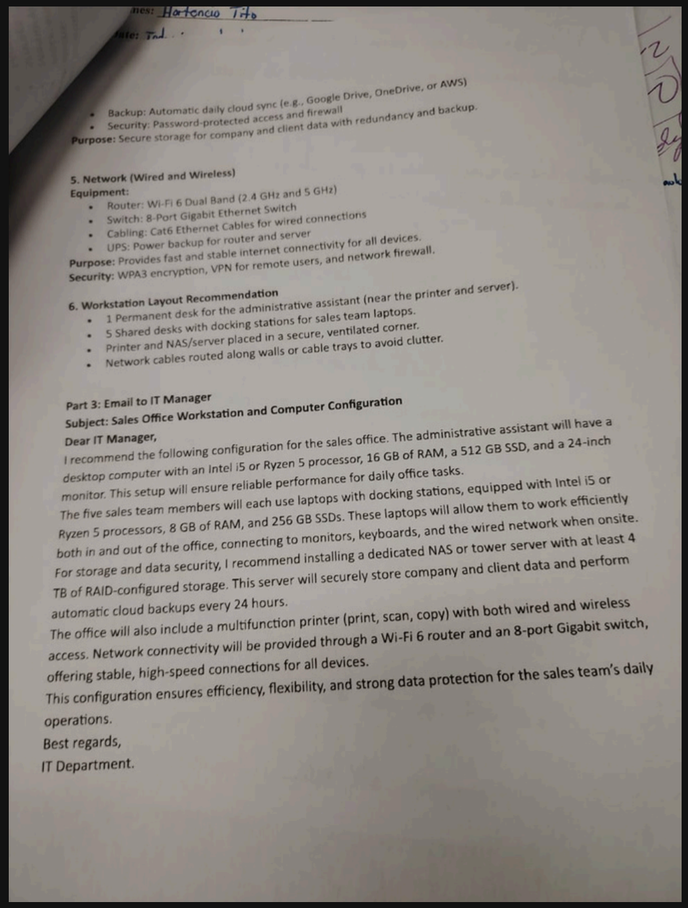
Part 2: Make your recommendations to another group. Choose the best computer configuration.

We recommend this configuration for the Sales Office because it provides a perfect balance of power, portability, and redundancy tailored to the team's hybrid work model.

The Administrative Assistant has a powerful Desktop Computer with an Intel Core i5 (12th Gen), 16 GB of RAM, and a 24-inch Full HD monitor. It has the stability and resources necessary to handle all scheduling, documentation, and coordination tasks reliably in the office.

The Sales Team has five Lightweight Laptops with Docking Stations. They have the flexibility of 8 GB RAM, 8+ hours of battery life for remote work, and they can easily connect to full-size monitors and peripherals when they need to work collaboratively in the office.

Sales Office Computer and Workstation Configuration
1. Administrative Assistant (Always in the Office)



Hortencio Tito

- Backup: Automatic daily cloud sync (e.g., Google Drive, OneDrive, or AWS)
- Security: Password-protected access and firewall

Purpose: Secure storage for company and client data with redundancy and backup.

5. Network (Wired and Wireless)
Equipment:

- Router: Wi-Fi 6 Dual Band (2.4 GHz and 5 GHz)
- Switch: 8-Port Gigabit Ethernet Switch
- Cabling: Cat6 Ethernet Cables for wired connections
- UPS: Power backup for router and server

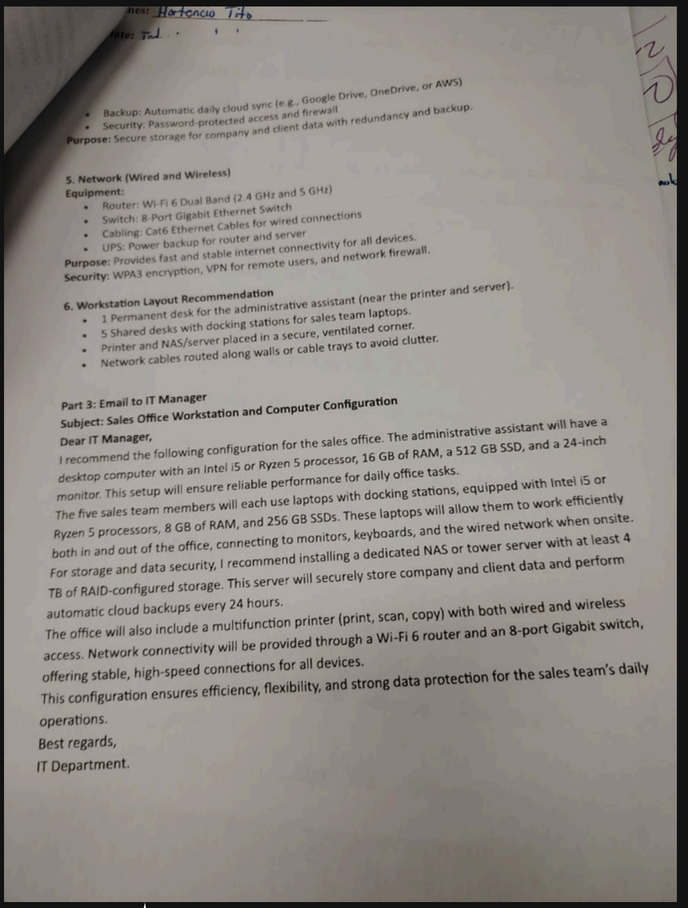
Purpose: Provides fast and stable internet connectivity for all devices.
Security: WPA3 encryption, VPN for remote users, and network firewall.

6. Workstation Layout Recommendation

- 1 Permanent desk for the administrative assistant (near the printer and server).
- 5 Shared desks with docking stations for sales team laptops.
- Printer and NAS/server placed in a secure, ventilated corner.
- Network cables routed along walls or cable trays to avoid clutter.

Part 3: Email to IT Manager
Subject: Sales Office Workstation and Computer Configuration
Dear IT Manager,
I recommend the following configuration for the sales office. The administrative assistant will have a desktop computer with an Intel i5 or Ryzen 5 processor, 16 GB of RAM, a 512 GB SSD, and a 24-inch monitor. This setup will ensure reliable performance for daily office tasks.
The five sales team members will each use laptops with docking stations, equipped with Intel i5 or Ryzen 5 processors, 8 GB of RAM, and 256 GB SSDs. These laptops will allow them to work efficiently both in and out of the office, connecting to monitors, keyboards, and the wired network when onsite.
For storage and data security, I recommend installing a dedicated NAS or tower server with at least 4 TB of RAID-configured storage. This server will securely store company and client data and perform automatic cloud backups every 24 hours.
The office will also include a multifunction printer (print, scan, copy) with both wired and wireless access. Network connectivity will be provided through a Wi-Fi 6 router and an 8-port Gigabit switch, offering stable, high-speed connections for all devices.
This configuration ensures efficiency, flexibility, and strong data protection for the sales team's daily operations.
Best regards,
IT Department.

Artifact



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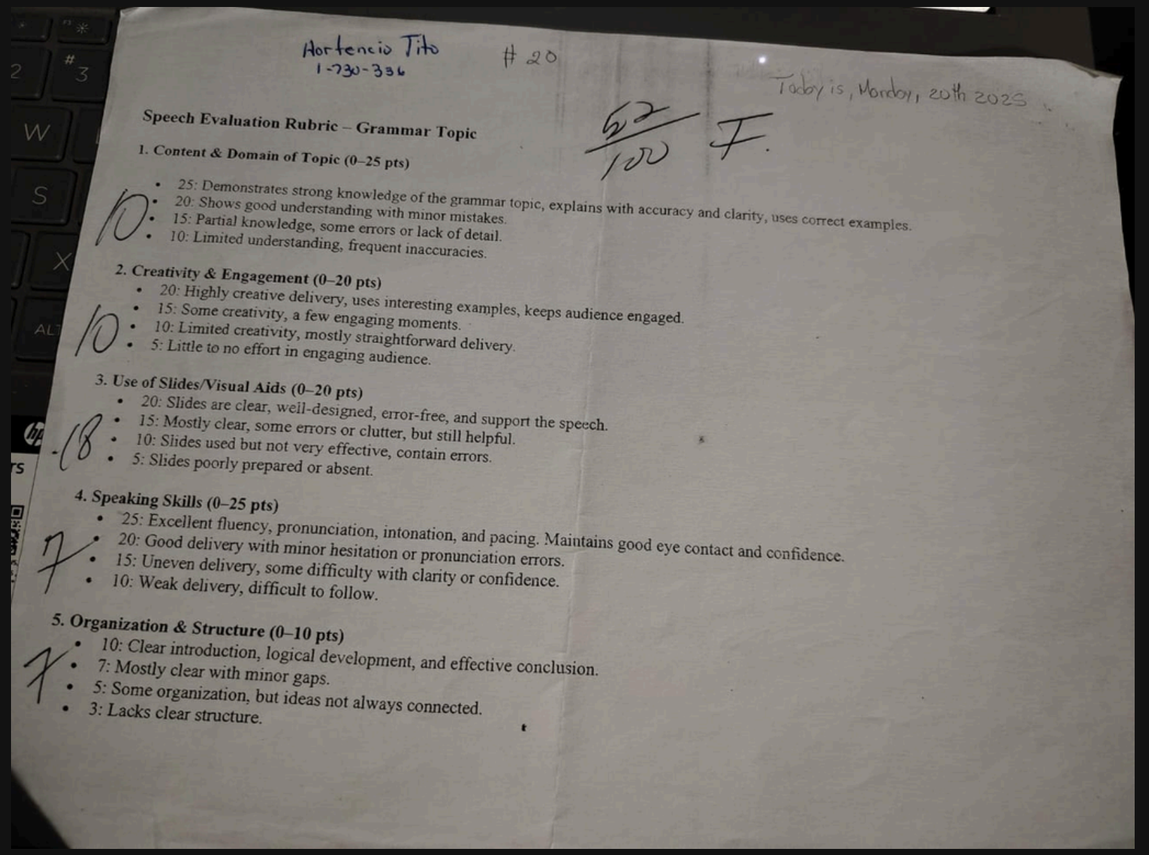


Hortencio Tito
1-730-336

20

Today is, Monday, 20th 2025

62/100 F.

Speech Evaluation Rubric – Grammar Topic

1. Content & Domain of Topic (0–25 pts)

10

- *25:* Demonstrates strong knowledge of the grammar topic, explains with accuracy and clarity, uses correct examples.
- *20:* Shows good understanding with minor mistakes.
- *15:* Partial knowledge, some errors or lack of detail.
- *10:* Limited understanding, frequent inaccuracies.

2. Creativity & Engagement (0–20 pts)

10

- *20:* Highly creative delivery, uses interesting examples, keeps audience engaged.
- *15:* Some creativity, a few engaging moments.
- *10:* Limited creativity, mostly straightforward delivery.
- *5:* Little to no effort in engaging audience.

3. Use of Slides/Visual Aids (0–20 pts)

-18

- *20:* Slides are clear, well-designed, error-free, and support the speech.
- *15:* Mostly clear, some errors or clutter, but still helpful.
- *10:* Slides used but not very effective, contain errors.
- *5:* Slides poorly prepared or absent.

4. Speaking Skills (0–25 pts)

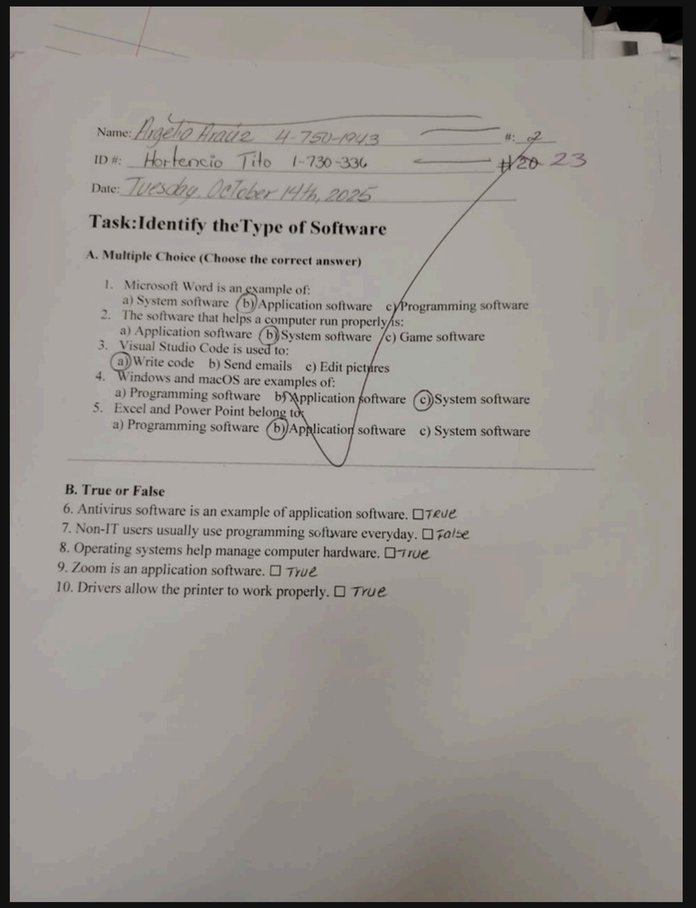
7

- *25:* Excellent fluency, pronunciation, intonation, and pacing. Maintains good eye contact and confidence.
- *20:* Good delivery with minor hesitation or pronunciation errors.
- *15:* Uneven delivery, some difficulty with clarity or confidence.
- *10:* Weak delivery, difficult to follow.

5. Organization & Structure (0–10 pts)

7

- *10:* Clear introduction, logical development, and effective conclusion.
- *7:* Mostly clear with minor gaps.
- *5:* Some organization, but ideas not always connected.
- *3:* Lacks clear structure.



Name: Angelo Araiz 4-750-1943 #: 2
ID #: Hortencio Tito 1-730-336 #20 23
Date: Tuesday, October 14th, 2025

Task:Identify theType of Software

A. Multiple Choice (Choose the correct answer)

1. Microsoft Word is an example of:
   a) System software (b) Application software c) Programming software
2. The software that helps a computer run properly is:
   a) Application software (b) System software c) Game software
3. Visual Studio Code is used to:
   (a) Write code b) Send emails c) Edit pictures
4. Windows and macOS are examples of:
   a) Programming software b) Application software (c) System software
5. Excel and Power Point belong to:
   a) Programming software (b) Application software c) System software

B. True or False

6. Antivirus software is an example of application software. ☐ TRUE
7. Non-IT users usually use programming software everyday. ☐ false
8. Operating systems help manage computer hardware. ☐ TRUE
9. Zoom is an application software. ☐ TRUE
10. Drivers allow the printer to work properly. ☐ TRUE