KENT STATE
U N I V E R S I T Y
TUSCARAWAS

Computer Technology Division

Course Syllabus for: COMT 11005

Introduction to Operating Systems and Networking Technology

Fall 2010

Instructor: Joe Bolen

Course:	**Introduction to Operating Systems and Networking Technology – COMT 11005** Fall 2010 / Tuscarawas / Call # 19415 / Section 800 / Room A200
Instructor:	Joe Bolen
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Web Site:	http://www.personal.kent.edu/~jbolen
Office Hours:	1:00 – 2:00 PM on Mondays and Wednesdays; 3:00 – 4:30 PM on Tuesdays and Thursdays; or by appointment.

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Class/Lab Time: Mondays and Wednesday s / 2:15 – 3:30 PM

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Course Objectives: Lab-oriented survey of desktop/network OS essentials including file/disk management, system tools utilization, resource sharing and introductory network concepts.

Specific topic coverage includes:
- Introducing Operating Systems
- Installing Windows OSs
- Maintaining Windows XP/Vista/Window 7
- Supporting Windows Users and Their Data
- Troubleshooting Windows
- Basic Security
- Overview of SOHO wireless router configuration

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Prerequisite: None.

Texts Required: "A+ Guide to Managing and Maintaining Your PC, Seventh Edition, Comprehensive" by Jean Andrews. ISBN: 1435497783 © 2010

Supplemental Materials Required: Three or more 3½" HD diskettes, which are in a protective case; three or more 4GB DVD-R; and, more than one large capacity USB flash drive. Diskettes, DVDs and flash drives shall be clearly labeled with student's name.

Course Requirements: Students are expected to attend class regularly, be on time, and have all assignments prepared prior to class. You are expected to read materials ahead in order to get the most out of class discussion and lab work. Plan to invest approximately two hours of study and work outside the classroom for every hour spent within the classroom to do well in the course. Participation in classroom discussions may improve your final grade upward by half a letter grade.

Attendance Policy: Regular class attendance is necessary to gain the full benefit of the course. Students are expected to attend class regularly and be on time for each class. A record will be kept. **An excessive number of absences will be reflected in your final grade.**

Classroom Policy:

> ➢ Set cell phones and pagers set to vibrate mode. Calls are to be taken in the hallway.
> ➢ No smoking, food or drink is permitted in the classroom.
> ➢ For teaching purposes, the computer security environment has been lowered. Therefore, students shall not copy from, paste to, interfere or alter other student's or staff's data or computer settings.
> ➢ Also, see **KSU Policy Register** at http://www.kent.edu/policyreg/index.cfm.

Grading Policy: No assignments will be accepted more than one week late. **All assignments must be submitted on or before the Tuesday before Exam week.**

Four **announced** online examinations will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled.

Make sure your name and exercise numbers appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive zero points. If your assignment is multiple sheets, sequence it according to the order of the exercise.

Note: Review Questions, if assigned, are due at the beginning of class. Hard copy of answers required. If student is not able to attend class, please have your answers dropped off at the teacher's mailbox prior to class time.

Course Lab: Required lab assignments will be assigned in advance. The lab assignments will represent approximately 10% of the total grade. However, **a student can receive a final grade no greater than a D if one fails to submit lab assignments for review that are at less than 75% complete.** Lab assignments are to be used for supplemental and reinforcement of textbook material. Not all labs will be required; however, if you wish to reinforce your learning, do lab projects associated with the textbook assignments. Lab work for extra credit, must be agreed upon with the instructor prior to performing the lab so that the student will know maximum points and due date of the work.

Exams: The final grade is represented by approximately 90% from online exams based from textbook materials.

Grading Scale:

97 – 100	A+	(Currently, KSU does not allow A+ in system.)
93 – 96	A	
90 – 92	A-	
87 – 89	B+	
83 – 86	B	
80 – 82	B-	
77 – 79	C+	
73 – 76	C	
70 – 72	C-	
67 – 69	D+	
63 – 66	D	
Below 63	F	

Test Make-up Policy: Four online examinations will be given. *No make-up exams will be allowed without prior arrangements being made*. Make-up exams must be taken when scheduled.

To prepare for examinations, attend lecture and read the chapters. At least 90% of the questions are taken directly from the reading material. Review the Reviewing Questions, Chapter Summaries and Key Terms sections at the end of the chapters on which you are being tested. Practice multiple choice questions are available at the textbook's web site for self study.

If you are absent or late, you are responsible for getting the course notes, handouts, and laboratory assignments you missed.

Students with Disabilities: Kent State University recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with University Policy, if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in this class. Please contact Robert Brindley, Coordinator, Academic Services and Career Planning, in room A104 or at or at (330) 339-3391 ext. 47433. After your eligibility for accommodations has been determined, you will be given a letter which, when presented to an instructor, will help that instructor know how best to assist you.

Proper Enrollment: Each student bears responsibility for proper/official enrollment and registration in this class. You are to be properly/officially enrolled and registered before or by the 15th day from which the semester begins. If you are not on the official roster, you will be asked to leave the class.

Tentative Course Calendar:

The following is a *tentative* schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Week	Date	Chapters To Read	Topic	Test Dates
1	8/30/2010	2	Intro. To OSs	
	9/1/2010			
2	9/6/2010		**Labor Day, No Classes**	
	9/8/2010			
3	9/13/2010	12	Installing Windows	
	9/15/2010			
4	9/20/2010			
	9/22/2010			**Test 1 (2 & 12)**
5	9/27/2010	13	Maintaining Windows	
	9/29/2010			
6	10/4/2010			
	10/6/2010	14	Optimizing Windows	
7	10/11/2010			
	10/13/2010			**Test 2 (13 & 14)**
8	10/18/2010	15	Tools for Windows Problems	
	10/20/2010			
9	10/25/2010			
	10/27/2010			
10	11/1/2010	16	Fixing Windows Problems	
	11/3/2010			
11	11/8/2010			
	11/10/2010			**Test 3 (15 & 16)**
12	11/15/2010	19	Security Essentials	
	11/17/2010			
13	11/22/2010			
	11/24/2010		**Thanksgiving Break, No Classes**	
14	11/29/2010	20	Security Practices	
	12/1/2010			
15	12/6/2010	18	SOHO Wireless Router Cfg.	
	12/8/2010		**Late, Partial Credit, Due!**	
16	12/13/2010		**Final Exam Week**	**Final Exam (19 & 20)**
	12/15/2010		(Date to Be Posted)	