

**BRISTOL COMMUNITY COLLEGE**  
Fall River, Massachusetts  
Spring 2018  
Monday, K102, 11 to 1:40

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## **SYLLABUS**

### **CIS131 - WINDOWS SERVER ADMINISTRATION I**

#### **COURSE DESCRIPTION**

In this course students will learn to administer a Windows network from a Windows Server. The class will focus on managing user accounts, group accounts, folders, files and object security. They will learn to secure network resources with shared folder permissions and NTFS permissions. Students will also implement user profiles, user logon scripts and setup and administer network printing. Students will be provided with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a Windows Client-Server based network. Pre- or co-requisite: CIS 121 or permission of the instructor.

#### **STUDENT LEARNING OUTCOMES**

Students who successfully complete Windows Server Administration I will be able to:

- Identify and describe the differences between types of networks and list the advantages and disadvantages of each.
- Use and customize Microsoft Management Console
- Administer Active Directory: Create and manage Active Directory Accounts
- Identify and explain the differences between local and domain accounts
- Create and Manage Group Policies
- Administer Profiles; local and roaming
- Establish Shared Resources on the network and properly configure both NTFS and share security.
- Configure and manage a Networked Printer

#### **REQUIRED TEXTBOOK**

Windows Server 2012 Inside Out  
by William R. Stanek  
Microsoft Press  
ISBN: 978-0-7356-6631-3

#### **REQUIREMENTS**

The student will be required to complete all assignments. The class designated domain must be used to perform the assignments. Each student will manage a Microsoft Domain. The domain will consist of a at least two Windows clients and one Windows Server functioning as a domain controller. Unless otherwise stated, these assignments will be due two weeks from the date assigned. If an assignment is submitted after the due date, there will be a 15-point deduction from the grade for each week that it is late. Assignments more than 2 weeks late will NOT be accepted. All assignments will be available from the class website.

There may be some class time during the course of the semester for course work; however, students must plan on completing the course work on their own time.

**Website:** Students are required to check the site often.

## **EXAMINATIONS**

A cumulative 2-hour final exam will be given at the end of the course.

## **GRADING**

Weight of exams and lab assignments:

Final Exam	25%
Homework	65%
Attendance, Class Participation, Timeliness of Homework Submissions	10%

Exams, quizzes and lab assignments will be graded on a percentage basis as follows:

A+	=	97 - 100
A	=	94 - 96
A-	=	90 - 93
B+	=	87 - 89
B	=	84 - 86
B-	=	80 - 83
C+	=	77 - 79
C	=	74 - 76
C-	=	70 - 73
D	=	60 - 69
F	=	Less than 60

## **TEACHING METHODOLOGY**

The course is offered as a student option course; this means that the student can opt to take the course in the traditional in-class format OR in the on-line format. In the traditional format the lecture method is used. Students are encouraged to ask questions at any point during the lecture. The instructor will demonstrate concepts and techniques from the instructor's computer. The in-class lectures are recorded. Students will not use computers during class time. Students are responsible for completing computer homework on their time. In the on-line format the course website is used to provide all required materials, including the recorded lectures. Students are encouraged to ask questions via email or stop by during an office hour.

## **ATTENDANCE**

Face-to-Face students are required to attend class. If 4 weeks of classes are missed, the student will receive an F as a final grade.

On-line students are required to contact me via email at least once per week. If no contact is made over a period of 4 weeks, the student will receive an F as a final grade.

## **Withdrawal Policy**

**Students are responsible for withdrawing officially if they stop attending any or all classes. Faculty no longer have the ability to withdraw a student from a class. A grade of "F" will be assigned to any student who stops attending a course but does not officially withdraw.** Students are encouraged to meet with an advisor before making any changes to their schedule. Withdrawals effect Satisfactory Academic Progress and can place the student at risk for academic probation or dismissal. Students who use financial aid and who subsequently withdraw may be required to return some or all funds received. Withdrawals are accepted until the tenth week of classes of a

14-week semester or an equivalent amount of class time for shorter duration courses (refer to the [Academic Calendar](#) for student-generated withdrawal dates). Students may withdraw online in accessBCC, in person at any Enrollment Center, or via their college email to [enrollmentservices@bristolcc.edu](mailto:enrollmentservices@bristolcc.edu). Email requests must come from the student's BCC college email address and must include the student's name, BCC student ID number, and course information (CRN, course and section number). **Email from non-college accounts will not be accepted.** If a student officially withdraws after the third week of classes, there will be no tuition or college fee refunds. For more information, see the [College Withdrawal Policies and Procedures](#) in the college catalog. Students with questions should contact Enrollment Services via any of the methods mentioned above or at 774-357-2590.

### **Plagiarism Policy (Academic Honesty)**

A college community must be established on a foundation of truth and academic integrity. Bristol Community College has an obligation not only to promote these high standards of academic honesty, but also to address academic dishonesty. Academic dishonesty is demonstrated by cheating, plagiarism, and facilitating academic dishonesty.

- Cheating – Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. Cheating shall also include the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name. (Student Handbook)
- Plagiarism – Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. This would also include material that is obtained from the computer. (BCC Student Handbook )
- Facilitating Academic Dishonesty: Students who allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.

Read the policy online:

<http://www.bristolcc.edu/aboutbcc/policiesdisclosureslegalstatements/academicpolicies/academicdishonesty/>

### **Disability Statement**

If you are a student who would normally seek accommodations in a traditional, face to face classroom, please speak to me and the Office of Disability Services as soon as possible. You may contact the Office of Disability Services to arrange for appropriate accommodations by calling 508-678-2811--Fall River, ext. 2955; Attleboro, ext. 2996; New Bedford, ext. 4011) or by stopping by L109. You may also contact the Office of Disability Services online at <http://www.bristolcc.edu/students/disabilityservices/>

**Your commitment:** For each hour in class, you should plan to put in 2 to 3 hours outside of class. You need to recognize that commitment and include it in your planning.

The course outline includes a TENATIVE schedule of homework based on previous semesters.

<b>COURSE OUTLINE</b>			
<b>WEEK #</b>	<b>TOPIC COVERED</b>	<b>READING / RESOURCES</b>	<b>Homework :</b> Each homework assignment includes questions and task-based problems that require the hands-on application of the concepts covered in that chapter.
1 1/29/2018	Course Introductions and Overview <ul style="list-style-type: none"> <li>■ Course overview</li> <li>■ Introduction to VMWare and vSphere client</li> <li>■ Start Chapter 4</li> </ul>		
2 2/5/2018	Managing Windows Server 2012	Chapter 4	Homework #1: Chapter 4
3 2/12/2018	Windows Server 2012 MMC Administration	Chapter 5	Homework #2: Chapter 5 – creating custom MMCs
4 2/20/2018 Tuesday	<b>BCC will follow Monday's schedule on 2/20/2018</b> Managing and Troubleshooting Hardware	Chapter 7	Homework #3: Chapter 7 – Device Management
5 2/26/2018	Active Directory Architecture Designing and Managing the Domain Environment	Chapter 24 Chapter 25	Homework #4 Chapters 24 & 25 Active Directory and Domain Concepts
6 3/5/2018	Managing Users, Groups and computers User Account Creation & Management Home Folders, Templates & Account policies	Chapter 30 & web resources	Homework #5: chapter 30 Creating User Accounts
3/12/2018	Spring Break		
7 3/19/2018	Group Types, Group Scopes, Built-in Groups & Local Security Settings	Chapter 30 & web resources	Homework #6: Chapter 30 Account Policies & Groups
9 3/26/2018	Password Setting Object / Advanced Audit Policies	Chapter 30 & web resources	Homework #7: Chapter 30 PSO
10 4/2/2018	DS Commands	Chapter 30 & web resources	Homework #8: Chapter 30 DS Commands
11 4/9/2018	Profiles: Local, Roaming, Mandatory, Default User, Domain Wide, profiles flowchart, folder redirection	Chapter 30 & web resources	Homework #9: Chapter 30 Profiles
12 4/19/2017 Thursday	<b>BCC will follow Monday's schedule on 4/19/2017</b> File Sharing and Security	Chapter 15 & Web Resources	
13 4/23/2018	File Sharing and Security	Chapter 15 & web resources	Homework #10 – File system Security
14 4/30/2018	Group Policies: Folder Redirection and Logon scripts	Web Resources	Homework #11 – Folder Redirection & Logon Scripts
15 5/7/2018	Catch up / Lab time		