

I. CATALOG INFORMATIONA. Discipline: COMPUTER NETWORKING SYSTEMS ENGINEERING (CNSE)B. Subject Code and Number: CNSE M30C. Course Title: MS Windows Administration

D. Credit Course units:

Units: 3Lecture Hours per week: 2.5Lab Hours per week : 1.5Variable Units : No

E. Student Learning Hours:

Lecture Hours:

Classroom hours: 43.75 - 43.75

Laboratory/Activity Hours:

Laboratory/Activity Hours 26.25 - 26.25**Total Combined Hours** in a 17.5 week term: 70 - 70

F. Non-Credit Course hours per week _____

G. May be taken a total of: 1 2 3 4 time(s) for creditH. Is the course co-designated (same as) another course: No Yes

If YES, designate course Subject Code & Number: _____

I. Course Description:

Provides an in-depth, hands-on introduction to Microsoft client operating system administration. Covers creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures.

J. Entrance Skills

*Prerequisite: No Yes Course(s)

*Corequisite: No Yes Course(s)

Limitation on Enrollment: No Yes

Recommended Preparation: No Yes Course(s)CNSE M05Other: No Yes

K. Other Catalog Information:

Prepares students for the current version of the Microsoft certification exam.

II. COURSE OBJECTIVES

Upon successful completion of the course, a student will be able to:

		Methods of evaluation will be consistent with, but not limited by, the following types or examples.
1	create and administer user and group accounts by demonstrating the ability to determine account policies.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
2	solve problems that prevent users from logging on to the network.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
3	demonstrate how to manage network resources.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
4	set up and administer permissions for files and folders.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
5	demonstrate how to take ownership of folders.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
6	solve problems when users are unable to gain access to disk resources.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
7	set up a printing environment, administer printers, and troubleshoot why a user cannot print.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
		Quizzes, midterms, and final exam; Classroom

8	use auditing functions to generate and view security logs.	project work demonstrating competency in this area
9	demonstrate how to monitor network resources to track usage and disk space.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area
10	demonstrate how to back up and restore files and folders using tapes.	Quizzes, midterms, and final exam; Classroom project work demonstrating competency in this area

III. COURSE CONTENT

Estimated %	Topic	Learning Outcomes
Lecture (must total 100%)		
10.00%	Monitoring Resources	9
10.00%	Backing Up and Restoring Files	8, 9, 10
10.00%	Introduction to Administering Windows Setting Up User Accounts	1, 2, 6, 7
20.00%	Setting Up Group Accounts Administering User and Group Accounts	2, 5, 6, 7, 8
20.00%	Securing Network Resources with Share Permissions Securing Network Resources with NTFS Permissions	4, 6, 10
20.00%	Setting Up a Network Print Server Administering a Network Print Server	6, 7
10.00%	Auditing Resources and Events	3, 6, 9
Lab (must total 100%)		
9.00%	Install, Migrate, or Upgrade to Windows	1
7.00%	Configuring System Images	1, 3
7.00%	Deploying System Images	1, 3
7.00%	Managing Devices and Disks	6
7.00%	Managing Applications	3, 6, 7
7.00%	Network Configuration Settings	1, 2, 6, 7
7.00%	Windows Firewall and Remote Management	2, 3, 9
7.00%	BranchCache and Resource Sharing	1, 5, 6, 9
7.00%	DirectAccess and Virtual Private Network (VPN) Connections	2, 3, 9
7.00%	BitLocker and Mobility Options	6, 9
7.00%	Windows Update and Windows Internet Browsers	1, 10
7.00%	Monitoring and Performance	8, 9, 10

7.00%	Recovery and Backup	4, 5, 8, 10
7.00%	Authentication and Account Control	6, 7

IV. TYPICAL ASSIGNMENTS

A. Writing assignments

Writing assignments are required. Possible assignments may include, but are not limited to:	
1	research and write a term paper on course-related topics such as system hardening, integrating active directory, system maintenance, and image deployment strategies.
2	short answer class assignments on topics above.

B. Appropriate outside assignments

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:	
1	assigned research on current Microsoft windows topics such as virtualization, windows cloud, enhanced windows security, and popular windows management tools.
2	field observations of network administration.
3	assigned simulation from text that are performed by Network Administrators.

C. Critical thinking assignments

Critical thinking assignments are required. Possible assignments may include, but are not limited to:	
1	install and configure operating system to support network infrastructure design.
2	identify and resolve desktop, operating system, security and network connectivity issues.

V. METHODS OF INSTRUCTION

Methods of instruction may include, but are not limited to:

- Distance Education – When any portion of class contact hours is replaced by distance education delivery mode (Complete DE Addendum, Section XV)
- Lecture/Discussion
- Laboratory/Activity
- Other (Specify)
Use of online learning tools and CMS that facilitate successful distance education delivery; for example: group discussion, collaboration, and assessment of content understanding in preparation for vendor certification or work place skills.
- Optional Field Trips
- Required Field Trips

VI. METHODS OF EVALUATION

Methods of evaluation may include, but are not limited to:

- | | | |
|--|---|---|
| <input type="checkbox"/> Essay Exam | <input checked="" type="checkbox"/> Classroom Discussion | <input checked="" type="checkbox"/> Skill Demonstration |
| <input checked="" type="checkbox"/> Problem Solving Exam | <input checked="" type="checkbox"/> Reports/Papers/Journals | <input checked="" type="checkbox"/> Participation |
| <input checked="" type="checkbox"/> Objective Exams | <input checked="" type="checkbox"/> Projects | <input checked="" type="checkbox"/> Other (specify) |

Satisfactory completion of assessments, assignments, lab work, and group project work.

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Zacker, Craig. Windows 7 Configuration: Microsoft Certified Technology Specialist Exam 70-680. Wiley, 2011.

Penek, William. MCTS Microsoft Windows 7 Configuration Study Guide. 2nd ed. Sybex, 2011.

VIII. STUDENT MATERIALS FEES

- No Yes

IX. PARALLEL COURSES

<i>College</i>	<i>Course Number</i>	<i>Course Title</i>	<i>Units</i>
Mount San Antonio College	CISN 21	Windows Operating System	4
Santa Barbara City College	CIS 206	MS Windows System Administration	4
Solano College	CIS 55	MS Windows Operating System	3

X. MINIMUM QUALIFICATIONS

Courses in Disciplines in which Masters Degrees are not expected:
 any bachelor's degree and two years of experience, or any associate degree and six years of experience.

XI. ARTICULATION INFORMATION

A. Title V Course Classification:

1. This course is designed to be taken either:

- Pass/No Pass only (no letter grade possible); or
 Letter grade (P/NP possible at student option)

2. Degree status:

Either Associate Degree Applicable; or Non-associate Degree Applicable

B. Moorpark College General Education:

1. Do you recommend this course for inclusion on the Associate Degree General Education list?

Yes: No: If YES, what section(s)?

- A1 - Natural Sciences - Biological Science
 A2 - Natural Sciences - Physical Science

- B1 - Social and Behavioral Sciences - American History/Institutions
- B2 - Social and Behavioral Sciences - Other Social Behavioral Science
- C1 - Humanities - Fine or Performing Arts
- C2 - Humanities - Other Humanities
- D1 - Language and Rationality - English Composition
- D2 - Language and Rationality - Communication and Analytical Thinking
- E1 - Health/Physical Education
- E2 - PE or Dance
- F - Ethnic/Gender Studies

C. California State University(CSU) Articulation:

1. Do you recommend this course for transfer credit to CSU? Yes: No:

2. If YES do you recommend this course for inclusion on the CSU General Education list?

Yes: No: If YES, which area(s)?

- A1 A2 A3 B1 B2 B3 B4
- C1 C2 D1 D2 D3 D4 D5
- D6 D7 D8 D9 D10 E

D. University of California (UC) Articulation:

1. Do you recommend this course for transfer to the UC? Yes: No:

2. If YES do you recommend this course for the Intersegmental General Education Transfer Curriculum (IGETC)? Yes: No:

IGETC Area 1: English Communication

- English Composition
- Critical Thinking-English Composition
- Oral Communication

IGETC Area 2: Mathematical Concepts and Quantitative Reasoning

- Mathematical Concepts

IGETC Area 3: Arts and Humanities

- Arts
- Humanities

IGETC Area 4: Social and Behavioral Sciences

- Anthropology and Archaeology
- Economics
-

- Ethnic Studies
- Gender Studies
- Geography
- History
- Interdisciplinary, Social & Behavioral Sciences
- Political Science, Government & Legal Institutions
- Psychology
- Sociology & Criminology

IGETC Area 5: Physical and Biological Sciences (mark all that apply)

- Physical Science Lab or Physical Science Lab only (non-sequence)
- Physical Science Lecture only (non-sequence)
- Biological Science
- Physical Science Courses
- Physical Science Lab or Biological Science Lab Only (non-sequence)
- Biological Science Courses
- Biological Science Lab course
- First Science course in a Special sequence
- Second Science course in a Special Sequence
- Laboratory Activity
- Physical Sciences

IGETC Area 6: Language other than English

- Languages other than English (UC Requirement Only)
- U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)
- U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)

XII. REVIEW OF LIBRARY RESOURCES

A. What planned assignment(s) will require library resources and use?

The following assignments require library resources:

Research for term papers using the Library's print and online resources.

B. Are the currently held library resources sufficient to support the course assignment?

YES: NO:

If NO, please list additional library resources needed to support this course.

Copies of the textbooks.

XIII. PREREQUISITE AND/OR COREQUISITE JUSTIFICATION

CNSE M30: Not Applicable

XIV. WORKPLACE PREPARATION

Required for career technical courses only. A career technical course/program is one with the primary goal to prepare students for employment immediately upon course/program completion, and/or upgrading employment skills.

Detail how the course meets the Secretary of Labors Commission on the Achievement of Necessary Skills (SCANS) areas. (For a description of the competencies and skills with a listing of what students should be able to do, go to:

<http://www.ncrel.org/sdrs/areas/issues/methods/assment/as7scans.htm>)

The course will address the SCANS competency areas:

1. Resources: the students will identify, organize, plan and allocate resources through course work, the application of theory, and the completion of assignments.
2. Interpersonal: the students will work with other students in problem solving scenarios to establish collaborative, troubleshooting skills and strategies.
3. Information: the students will acquire and use information through a variety of assignments and practice applications.
4. Systems: the students will develop both a broad and detailed view of various technical systems and models.
5. Technology: the students will be exposed to various related technologies and be able to assess and analyze relevant issues.

The course also addresses the SCANS skills and personal qualities:

1. Basic Skills: the students will be required to read, perform limited mathematical operations, listen, and speak in this course.
2. Thinking Skills: the students will be required to think creatively, make decisions, solve problems, visualize, and know how to learn and to reason by satisfactorily completing the objectives of this course.
3. Personal Qualities: the students will be expected to act responsibly, to exhibit good self-management skills, and to conduct themselves with honesty and integrity throughout all aspects of the course.

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM

1. Mode of Delivery

- Online (course will be delivered 100% online)
- Online with onsite examinations (100% of the instruction will occur online, but examinations and an orientation will be scheduled onsite)
- Online/Hybrid (a percentage of instruction will be held online and the remaining percentage of instruction will be held onsite)
- Lab activities will be conducted onsite
- Televideo (Examinations and an orientation will be held onsite)
- Teleconference
-

Other

2. Need/Justification

Improve general student access.

3. Describe how instructors teaching this course will ensure regular, effective contact with and among students.

Students will use VCCCD approved CMS system to support chat and discussion board, assignments, labs, study guides, lecture notes, and other downloadable curriculum support content.

4. Describe how instructors teaching this course will involve students in active learning.

Students may perform interactive online activities, engage in discussion groups, participate in chat rooms, submit written assignments via email, perform computer lab simulations, and other electronically-based assignments. Online videos include computer system administration videos to reinforce online learning and provide additional avenues for active learning. Students may turn in assignments based on assigned videos. Students may also be tested on video assignments.

5. Explain how instructors teaching this course will provide multiple methods of content representation.

Instructors will provide web-based materials, computer simulations, interactive online assignments and others methods as determined by the instructor, in addition to the more traditional materials and resources. Microsoft certification aligned learning is supported by various Microsoft tools in collaboration with Wiley Publishing. These tools utilize simulations, test engines, video, and other content to reinforce Microsoft windows system administration concepts.

6. Describe how instructors teaching this course will evaluate student performance.

Methods of evaluation may consist of electrical assessments, exams and/or assignments, participation in chat sessions and/or asynchronous discussion forums, submission of written work electronically, assignment write-ups of computer network simulations, and other evaluation methods as determined by the instructor. Instructor may also evaluate performance via on-site quizzes and exams.

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM

CNSE M30: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM

CNSE M30: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041

CNSE M30: Not Applicable

XIX. CURRICULUM APPROVAL

Course Information:

Discipline:

COMPUTER NETWORKING SYSTEMS ENGINEERING (CNSE)

Discipline Code and Number: CNSE M30

Course Revision Category: Technical Course Revision

Course Proposed By:

Originating Faculty Edmond Garcia 01/03/2012

Faculty Peer: Martin Chetlen 01/17/2012

Curriculum Rep: Christine Aguilera 01/10/2012

Department Chair: Martin Chetlen 01/17/2012

Division Dean: Lisa Miller 01/10/2012

Approved By:

Curriculum Chair: Mary Rees 02/08/2012

Executive Vice President: Lori Bennett 02/09/2012

Articulation Officer: Letrisha Mai 02/01/2012

Librarian: Mary LaBarge 01/30/2012

Implementation Term and Year: Fall 2012

Approval Dates:

Approved by Moorpark College Curriculum Committee: 02/07/2012

Approved by Board of Trustees (if applicable): _____

Approved by State (if applicable): _____