

Windows Server OS

CIS-180 2 H

Fall Term 2023-2024 School Year Section 2 H 4.00 Credits 08/21/2023 to 12/08/2023 Modified 08/21/2023

Meeting Times and Location

Tuesday, Thursday, 1:00 PM - 3:20 PM, Technology Center 120 (8/21/2023-12/8/2023)

Office Hours

Monday - Thursday: 8:30-9am, 11:20-11:50am, 12:30-1pm
TC-109C

Contact Information

Course Description

This introductory course covers the basic installation, configuration, security, and maintenance of Windows server. Students should be able to add users, assign a shared disk space and install printers. System management skills, and concepts relating to the MCTS testing process, will also be covered. Prior experience with the Windows operating system is recommended but not required.

Outcomes

Course Outcomes and Objectives

This course will be broken up into four separate **competencies**, covering the following concepts:

C1 - Install, configure, and manage the Windows Server and Windows workstation operating systems.

- Virtualization
- Introduction to Windows Server
- Windows Server Installation

C2 - Install, configure, and manage Windows network services in a secure environment.

- Domain Name System
- Dynamic Host Configuration Protocol
- Internet Information Services
- Administration and Printing

C3 - Install, configure, and manage Active Directory Domain Services in a Windows-based network.

- Introduction to Active Directory Domain Services
- Active Directory Design and Structure
- Windows Server Management and Maintenance
- Group Policy Management

C4 - Install, configure, and manage secure data storage in a Windows Server environment.

- Storage
- File System Management
- Physical Server Hardware

Additional Outcomes

Course Materials

Windows Server 2016 Unleashed

Author: Morimoto, Shapiro, Yardeni, Droubi, Noel, Abbate, Amaris

Publisher: Sams

ISBN: 978-0-13-458375-4

Optional

Availability: Bookstore

Optional, but recommended.

Required Materials

- USB 3.x 1TB **SSD** minimum hard disk to store virtual machines. This is mandatory on the first day of class. The use of mechanical hard disks is not permitted as the primary hard disk in class. Students attempting to use mechanical hard disks in the lab environment will have an automatic grade deduction on all lab assignments.
 - An additional USB drive is recommended for VM backups.
- Laptop: Provided from STC with VMware Workstation Pro 17.x, Microsoft Windows 10/11, Microsoft Office and a wired Ethernet adapter.
- Several 6-12ft CAT5 Cables (made in other classes)
- 8GB (minimum) USB Flash Drive (will be formatted)

Deliverables

✓ Evaluation Procedures and Grading

Criteria

This course will be graded on a percentage system detailed in the following table below:

Deliverable	% of Final Grade
Tests, written and performance based	30%
Lab Assignments	60%
Quizzes	10%

Final letter grades are as follows:

GRADE	PERCENTAGES
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%

* Course Expectations

All students are expected to perform 4 steps to obtain a passing grade in this class:

1. Read the lecture materials.
2. Complete all module quizzes.

3. Take notes on the lectures and assignment overviews.
4. Perform the labs.

This is a college level course and it is assumed that the average student will spend a minimum of two hours outside of class for every hour spent in class. It is expected that you check your STC e-mail account and Microsoft Teams daily. Class announcements and homework assignment amendments will be announced using these methods. All assignments will have an enforced due date.

Course objectives will be met by in class lecture/demo, online lecture/demos, problem solving demonstrations, hands-on lab work, homework, testing (*both scheduled and unscheduled*), and students performing activities on classroom computers and STC Laptop PCs. Any and all of the above can be used in student assessment.

The tests account for 30%, quizzes account for 10%, and lab performance accounts for 60% of the final grade. Lab performance consists of active participation, lab projects, lecture videos, lecture video quizzes, and timely completion of reading assignments/workbook questions (*plus and minus grades may be given if a student is less than 1-2% away from the next grade level with good attendance and classroom participation*). There is no grading curve in any CIS/IT classes.

Food / Tardiness / Absences / Late Work / Missed Test Policy

Food

- Food is not allowed in the classroom. Closed-top beverages are allowed upon Instructor approval.

Tardiness and Absences:

- Tardiness begins the minute class starts, so plan to be on time. All tardies will result in a minimum of a 25% deduction, in minutes, for the day's attendance. Leaving for excessive periods or leaving early before assigned classwork is complete will also affect the student attendance record.
- In the event of a student absence the student should notify the instructor. All assignments will have posted and enforced due dates. All assignments must be submitted to MyTech on time for full credit even in the event of an absence. Labs can be instructor validated when the student returns.
- Attendance is accurately tracked, recorded, and submitted to the registrar. Students are responsible for checking attendance posted on MyTech.

Class Work:

- Failure to complete all assignments on time may result in an incomplete or a failing grade. It is very important to stay current in all assigned work to do well in class. Submit all coursework on time. Upload any assignments on time even in the event of a student absence.
- Missed take home quizzes will not be reactivated once the due date has passed. It is recommended to take the quizzes well in advance in the event of issues.
- Late labs will be penalized 50% per class period. Coursework later than one class period will have no grade value and receive a 0% grade.

- Late work is not accepted for Lecture Video "spot-checks"
- Unless otherwise specified, all labs need to be instructor validated. Non-validated labs will automatically receive a -25% to -100% reduced grade based on the lab content, uploaded lab documents, and other required files and information. Labs can be validated the following class period in the event of a student absence. It is the student's responsibility to ensure all applicable lab work is validated.
- Please use the published office hours and tutoring hours if additional lab time is required.

Missed Tests:

- There are no make ups for missed tests. In lieu of missing one test, a student is required to take the final comprehensive exam at the end of the semester.
- If no exam has been missed, a student can opt to take the final exam and substitute a lower previous exam score.

If a student must miss an exam and the instructor is notified, the student can set up a time to take the exam early during the instructor's office hour. The student is responsible for coordinating the early exam time with the instructor.

Testing Policies and Procedures

The following policies and procedures must be followed during a test:

- All tests are to be performed in class using the Lab PC.
- A clean desk policy will be enforced.
- Headphones and mobile devices are strictly prohibited.
- Tests will be taken in a quiet environment. No talking while tests are open. The Instructor will announce when all tests have been submitted. The Instructor reserves the right to not answer any questions, or perform any Lab Verifications, until after all tests have been completed. This is out of respect for you and your fellow students. If you feel the need to talk with other students once you finish your test, please step out of the classroom.
- Once a test has been started you may not leave the classroom until submitting. If you leave while taking a test without submitting, you may forfeit any time remaining on the exam. Please take care of any restroom or other needs before class begins.
- Tests must be started once the Instructor has provided the password and must be completed within the first 90 minutes of class. Scheduled tests will typically begin within the first 20 minutes of class and have a time limit of at least 45 minutes. Arriving more than 90 minutes late to class may forfeit your ability to take a scheduled test and subject you to the Missed Test Policy.

Additional Items

In-Class Use of Technology

Communication devices have become a very important part of our society. Communication devices such as computers and cell phones are commonplace and very useful tools. There are, however, times and places where the use of these devices is inappropriate. The policy in this class is as follows:

- Cell phones are to be silenced or set to vibrate.
- Display of any sexually explicit material is prohibited. This includes but is not limited to wallpaper, screen savers, e-mail images and display of inappropriate websites.
- Computer gaming of any kind is not allowed at any time during class.
- Unauthorized modification or tampering of lab equipment is strictly forbidden.
- Storing personal data on the lab PCs is prohibited. The lab PCs are re-imaged several times during the semester and all student data would be lost.
- All students are responsible for backing up their data on a regular basis. This includes lab documents, virtual machines and any other items used in class. Failure to back up data on a regular basis can delay progress in lab should any data loss occur. All due dates are strictly enforced.

Cheating and Plagiarism

Cheating and plagiarism is strictly prohibited. This includes claiming other students work as your own, using internet resources and claiming them as your own, and the use of ChatGPT and other AI technologies inappropriately. A grade of ZERO will be given on the assignment for the first offense. Any further offense will result in a required meeting with STC Academic Leadership and be subject to appropriate disciplinary actions.

All electronic course materials are the intellectual property of STC and are subject to the terms of the [Technology Resources Policy \(https://www.southeasttech.edu/consumer-information.php#informationtechnology\)](https://www.southeasttech.edu/consumer-information.php#informationtechnology).

Course Outline

Institutional Policies

Course Subject to Change

The syllabus is a statement of intent and schedule of topics, activities, assessments, and requirements as well as an overall road map to ensure students will achieve both the course learning objectives and the program-level learning objectives.

The scheduled educational activities are subject to change with reasonable advance notice to students by either the instructor or academic administration. The grading and attendance policies are not subject to change once posted.

Students wishing to appeal changes to a course syllabus must first do so in writing to their instructor. If a successful resolution is not achieved after submitting the written appeal, the student has the option to file a written appeal to the appropriate Associate Dean of Curriculum and Instruction or Dean of Curriculum and Instruction. If the second level appeal does not result in a resolution, the student can submit a final appeal to the Vice President of Academic Affairs. The review and final decision of the Vice President of Academic Affairs is final and not subject to appeal.

Attendance

Administrative Withdraw for Non-Attendance

Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse the student from meeting course requirements. Each instructor will evaluate the student's progress to determine how to handle outstanding assignments and assessments. Students attending 16 week courses who have a record of zero attendance for fourteen (14) calendar days will be administratively withdrawn from the course(s) the absence is occurring, resulting in a grade of "W" for the course. Students attending courses of less than a 16 week duration, who have a record of zero attendance for seven (7) calendar days will be administratively withdrawn. Students who receive financial aid may have their financial aid status affected. More information is located in the [Southeast Tech Catalog](https://catalog.southeasttech.edu/index.php) (<https://catalog.southeasttech.edu/index.php>):

Course Recording Statement

Delivery of some courses at STC allows flexible participation options for students in time and location. Courses may be made available to properly enrolled students who are not physically in the classroom, and/or a time delayed recording made available to all properly enrolled students. In addition to instructional content, remote delivery may include capture of all classroom audio and visual happenings during designated class times, including that of students who may be part of the class, but who are not physically in the classroom. By remaining in classes capturing audio and visual happenings, you are agreeing to this statement.

Student Learning Outcomes

Student success is important to Southeast Tech faculty, and all faculty are involved in assessing student learning. Upon graduation, Southeast students will have competence in the following four common learning outcomes:

Technical Skills: Students will be able to explain industry-relevant concepts (knowledge) and demonstrate industry-relevant technical skills (performance).

Communication: Students will be able to define the purpose of the communication; organize and structure the communication; provide supporting material; demonstrate precision of language; and professionally deliver and format the communication.

Problem Solving & Critical Thinking: Students will be able to define the problem; analyze the problem; generate solutions; evaluate solutions; and select the best solution.

Professionalism: Students will be able to demonstrate positive work ethic; collaborate as part of a team; adapt to change; adhere to professional standards; and model integrity and ethics.

Student Conduct, Cheating and Plagiarism

Students attending Southeast Technical College are expected to follow policies and requirements in the Southeast Technical College Student Handbook: [STC Student Handbook \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php). In addition, some departments have academic handbooks for their areas that outline expected student conduct.

Southeast policies authorize the Vice President of Academic Affairs to suspend or terminate any student from the college for misconduct as outlined in the rules of this policy. The following student misconduct shall constitute grounds for student discipline, suspension, or termination when such activity occurs on school grounds, in the online course environment or during an educational function under the auspices of the school board: acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement such as the misuse of technology, software, apps, or other computer-assisted or artificial intelligence in violation of individual course or assignment policies as defined by instructors.

Test Proctoring

The Southeast Testing Center offers test proctoring located in the Wood Center Building, Room 103. Online instructors will communicate details regarding required test proctoring and how to sign up to take these assessments. Testing Center contact information: 605.367.6014 or testing@southeasttech.edu

Academic Resource Center (ARC)

Your success is important to us! In addition to meeting with your instructor for academic assistance, STC students are encouraged to use the free tutoring and other support services in the Academic Resource Center (ARC) to reinforce understanding of course concepts and improve performance in courses. ARC offers one-on-one tutoring for course assignments or skill building (e.g., test-taking strategies, note-taking, memorization, etc.) with faculty or peer tutors. Learn more about these services by visiting the ARC page found in the Student tab of myTech.

Student Mental Health

Mental health and overall well-being are significant predictors of academic success. As such it is essential that during your college experience you develop the skills and optimize resources effectively to navigate stress, anxiety, depression, and other mental health concerns. Please familiarize yourself with the range of resources Southeast Tech provides and seek out support for mental health concerns as needed. Individual counseling services are available in the Sullivan Health Science Center or virtually via Teams-based video, Telephone, or Email. Please visit [Personal Counseling on myTech \(https://my.southeasttech.edu/ICS/Student/Student_Support_Services/Student_Success_Center/Personal_Counseling.jnz\)](https://my.southeasttech.edu/ICS/Student/Student_Support_Services/Student_Success_Center/Personal_Counseling.jnz) to complete the Personal Counseling form. Contact the counselor at [counseling@southeasttech.edu \(mailto:counseling@southeasttech.edu\)](mailto:counseling@southeasttech.edu) or 605-367-4821 for more information and to schedule a session. Crisis Counseling is available nationwide by calling 988, and in the Sioux Falls area via the Helpline Center at [Helpline Center Website \(https://www.helplinecenter.org/\)](https://www.helplinecenter.org/)

Safety

Violation of safety to self and others and/or violations of safe operating practices of equipment may result in the reduction or loss of a daily grade, removal from class, and/or other disciplinary action.

ADA and Accessibility Services

It is the policy and practice of Southeast Technical College and the instructor of this course to act with integrity, engage in equitable conduct with respect to differences in age, gender, race, disability, and religion, and to create inclusive and accessible learning environments consistent with federal and state laws. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act of 2008, Southeast Technical College ensures that no student with a disability will be discriminated against or denied access to participate in, or benefit from, programs, services and activities. If you are a student with a documented disability, think you may have a disability, or have a temporary health condition that requires accommodations, please visit the [Accessibility Services \(https://www.southeasttech.edu/student-life/accessibility-services.php\)](https://www.southeasttech.edu/student-life/accessibility-services.php) website, call 605-367-6110, or email access@southeasttech.edu (<mailto:access@southeasttech.edu>). All students are encouraged to discuss access-related needs with their instructors and the Accessibility Services Office as soon as possible in their academic career.

Freedom of Speech

Southeast Tech strives to create an environment in which diverse opinions can be expressed and heard. Students have the right to peacefully express their views and opinions, regardless of whether others may disagree, but not in such a way as to interfere with the rights of others or the operation of the college. Views expressed should not violate any of Southeast Tech policies or core values.

Southeast Technical College students are both citizens and members of the Southeast Tech community. Students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy and should abide by the obligations and expectations as members of the Southeast Tech community.

Notice of Nondiscriminatory Policy

Southeast Tech is committed to a policy of equal opportunity for all in every aspect of its operations. Southeast Tech does not discriminate on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law in its educational programs, admissions policies, employment policies, financial aid, or other institute-administered programs. Click this link for more information: [Non-Discriminatory Policy and Contact Information \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php)

Title IX/Sexual Misconduct/Sexual Assault/Sexual Offense

Southeast Tech is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, age, protected military/veteran status, genetic information or any other basis

protected by law. Concerns may be reported directly to this individual in person, by calling 605-367-4670, or by emailing Brett.Arenz@k12.sd.us. Individuals with immediate concerns should call campus security at 605-941-9003. For more information, click this link: [Title IX in Student Catalog \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php).

Sexual Misconduct

Southeast Tech is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. Sexual harassment subverts the mission and the work of Southeast Tech and can threaten the career, educational experience, and well-being of students, faculty, and staff.

Southeast Tech recognizes that sexual harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression and may occur regardless of the formal position or status of each person involved. Sexual harassment is especially offensive, however, when it occurs in relationship between an instructor and student or between supervisor and subordinate. In those situations, sexual harassment exploits unfairly the power inherent in the position of the faculty member or supervisor.

Sexual harassment also constitutes a form of sexual discrimination that is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Elementary/Secondary Education Act of 1972, as amended, and state law. Southeast Tech also recognizes that sexual assault, domestic violence, dating violence, and stalking may also be considered sexual harassment.

Students have the right to be free of sexual misconduct while pursuing their education at Southeast Tech which would include participating in any off-campus activity such as internships, clinical experiences, and preceptor experiences.

Students should immediately report any form of sexual misconduct to their instructor or the designated contact at Southeast Tech.

Student Right-to-Know/Campus Security Act

Southeast Tech is required under Public Law 101-542 to encourage students to report all crimes (murder, rape, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) which occur on the Southeast Tech Campus to the local law enforcement offices and to the Southeast Tech Student Success Center or campus security. For more information on Student Right to Know/Campus Security Act, click this link: [Student Right to Know - Campus Security Act \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php).

Family Educational Rights & Privacy Act

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records and giving specific rights to students. You can find more information about the law at [FERPA Website \(https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html\)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

Student Communications

Southeast Tech's student email accounts will be used as Southeast Tech's official means of communications with students. Southeast Tech students should also use the myTech Student and Campus Life tabs for information regarding important upcoming events and required dates for fee payment, etc. The Student and Campus Life tabs will also inform students about job opportunities, scholarship information, and other important announcements.