Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
MAIN CAMPUS
M. J. Cuenco Avenue Cor. R. Palma Street, Cebu City, Philippines
Website: http://www.ctu.edu.ph E-mail: thepresident@ctu.edu.ph
Phone: 255-1242

COLLEGE OF COMPUTER, INFORMATION AND COMMUNICATIONS TECHNOLOGY

BAGONG PILIPINAS

PC 4113 SYSTEM ADMINISTRATION AND MAINTENANCE

ACTIVITY 1

CRITICAL TASK OF A SYSTEM ADMINISTRATOR

Purpose:

System administrators are critical to an organization's reliable and successful operation, network operations center, and data center. A sysadmin must have expertise with the system's underlying platform (i.e., Windows, Linux) and be familiar with multiple areas, including networking, backup, data restoration, IT security, database operations, middleware basics, load balancing, and more. Sysadmin tasks are not limited to server management, maintenance, and repair but also any functions that support a smoothly running production environment with minimal (or no) complaints from customers and end users.

Although sysadmins have a seemingly endless list of responsibilities, some are more critical than others. If you work in a sysadmin role (or hope to one day), ensure you are ready to follow these best practices.

DIRECTION:

Research and Discuss the different Critical Tasks of a System Administrator. Attach your research and discussions to the Google Drive provided.

NAMES:

Group Name: ByteBuddies

Members:
Jeylsie A. Caro
Kyla A. Hubahib
Maria Carmel A. Tabada
David Jhonson M. Basnillo

BSIT IV – I Evening

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Different Critical Tasks

1. User Management
   - Handling user accounts by creating, modifying, and deleting them. Controlling access to ensure users have the right permissions.

2. System Maintenance
   - Performing regular updates and fixes to keep systems running smoothly and prevent issues.

3. Network Management
   - Ensuring all devices stay connected to the network and are secure by setting up routers and switches for smooth communication.

4. Troubleshooting
   - Quickly finding and fixing hardware, software, and network problems to maintain smooth operations.

5. Backup and Recovery
   - Managing backups to protect important data and restoring it if something goes wrong.

6. Security
   - Protecting systems from cyber threats by setting up firewalls, antivirus programs, and regularly updating them to block vulnerabilities.

7. System Monitoring
   - Using tools to track system performance and catch problems early to avoid crashes.

8. Database Management
   - Keeping databases secure, running efficiently, and backed up so users can access necessary data.

9. Installation and Setup
   - Installing and configuring new hardware and software to meet organizational needs, ensuring smooth operation.

10. Documentation
    - Maintaining records of system settings, updates, and changes to assist with troubleshooting and audits.

11. Application Management
    - Managing software by keeping it updated, secure, and compatible with other systems.

12. Cloud Management
    - Managing cloud storage, controlling access, and ensuring it is secure.

13. Patch Management
    - Applying updates to fix bugs and security issues, preventing vulnerabilities from being exploited.

14. Automation
    - Using tools to automate repetitive tasks like backups and updates, saving time and reducing errors.

15. Web Services
    - Ensuring websites and web services run smoothly and securely, handling web traffic efficiently.

16. Scripting
    - Writing scripts to automate tasks and solve system problems, improving efficiency.

17. Hardware Maintenance
    - Taking care of servers and devices through regular maintenance to prevent unexpected failures.

18. License Management
    - Tracking software licenses to ensure compliance and avoid legal issues.

19. User Support
    - Providing help and training to users so they can resolve minor issues independently.

20. Decision-making
    - Making key decisions about system upgrades, security, and configurations to impact the efficiency and safety of IT systems.