

NITA 344:
Administration of Computer Systems
Instructor: James Banfield — Winter 2007

Contact Information : Office Location: 145A Sill Hall. Telephone: 734.487.1161 FAX: 734.487.7690
 E-mail: JBanfield@emich.edu Course Conference: TBD

Office Hours:

T, Th 9am-2pm (Other times by appointment) *Students should make appointments to see the instructor at least 24 hours in advance. Appointments take precedence over walk-in visits and are recommended.

EMU-Online: EMUONLINE.EDU will be used extensively in this course. Class announcements, lecture slides and assignments will be distributed via the web site. To enroll in EMUonline go to <http://emuhelpdesk.com>, and then click on "get access" and request access for the course. You are expected to be enrolled online by January 15th.

Course Description: Prerequisite: BEDU 210 Concepts of Network & Business Technology or equivalent is a prerequisite. The BEDU 344 course assumes the foundational knowledge of the OSI model, TCP/IP protocol suite, basic networking, and Windows server experience established in the BEDU 210 course.

You are REQUIRED to enroll in the on-line portion of this course at <http://emuonline.edu>

Course Objectives: Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of operating systems and effective systems administrative processes
2. Demonstrate the ability to administer various server operating systems (Microsoft, Novell, Linux)
3. Demonstrate knowledge of computer and network administration concepts, LAN and 2-tier/n-teer architecture/topologies.
4. Demonstrate understanding of the following objectives:
 - TCP/IP configuration
 - Managing DHCP
 - Managing DNS
 - Remote Access
 - Network Security
 - Network Services
5. Demonstrate understanding of basic consulting and analysis skills applicable to industry applications of Information Technology.
6. Demonstrate understanding of disaster recovery and business continuity principles.

Texts and Other Study Materials:

Managing a Microsoft Windows 2003 Network, Enhanced

Jason Eckert, M. John Schitka, Brian McCann

ISBN: 0-619-21753-7 © 2006

ISBN-13: 978-0-619-21753-2

Publish date: April 7, 2005

<http://www.microsoft.com/learning/exams/70-291.asp>

http://articles.techrepublic.com.com/5100-1035_11-5070180.html#

GREAT MICROSOFT STUDY SITE _> <http://www.tomkitta.com/guides/70-291.cfm>

NITA Laboratory Reference Library: Students should also use resources in the network laboratory in

207B Sill for review and supplement to the course textbooks. These include book, CD, and VHS formats.

Requirements: Course requirements and grading are as follows:

- 3 exams (150 points /each) 60%
 - Chapter 1,2,4,5
 - Chapters 6,7,8,11
 - Chapters 9, 10, 12, 13
- Laboratory assignments, quiz, and class participation (400 points) 40%

Points in each area are cumulated and converted to percent form. The final letter grade is assigned as follows: A 94-100%; A- 90-93%; B+ 87-89%; B 84-86%; B- 80-83%; C+ 77-79%; C 74-76%; C- 70-73%; D+ 67-69%; D 64-66%; D- 60-63%; E 59 and below.

Withdrawals and incomplete grades will be issued pursuant to University policy. Incompletes are not generally given except in cases where the majority of the coursework is completed with a passing grade and the circumstances are serious, verifiable, and not within the student's control (illness, family emergency, etc.).

Assessment: Assessment of mastery of the course objectives is based on the following assessment methods:

- Tests 60%
Students should expect concepts tests to consist of true/false, multiple choice, matching, or fill-in items. Student may also be asked to answer short essay questions or diagram network topologies. Items will focus on essential concepts and proper selection of solutions to problems.
- Laboratory Assignments, quizzes, and class participation. 40%
These assignments will generally be from lab manuals and address specific learning objectives, but may include supplementary activities. Generally these activities will be started during a class session but may require completion outside of class in the NITA laboratory. When started in class, these activities will also constitute participation. The format of class sessions includes lecture, interactive demonstration and participation, and group problem solving components. Documentation of participation is required as directed in class. The course focuses heavily on developing knowledge and applying that knowledge through laboratory experiences. Each session constitutes one week and students should attend every class session unless documented illness or emergency occurs. Class activities may include quizzes.

Continuity/Disaster Recovery Planning: THE STUDENT IS RESPONSIBLE TO BACK UP COURSE WORK AND CHECK FOR MALICIOUS CODE/VIRUSES REGULARLY. If files are not backed up, the student is responsible to re-create the file.

Course Policies:

Communicate with Your Instructor: Good communication between the student and the instructor prevents problems in many areas. Many of the following policies address problems that develop when the instructor and the student have not communicated. Communication is a responsibility of both students and instructor.

Research and Reference: Be ready to use your textbooks for reference as well as reading. If a term or concept is not clear, research it. Use conventional print as well as Internet and Web

resources specific to the course content. Owning and growing your knowledge gives you expertise.

Preparation for Class: Keep to the assigned schedule. If a tutorial or assignment is due on a particular day, it is due at the beginning of class. Even if problems occur (they always do), your instructor expects you to **submit what you can** on the due date, then undertake problem solving, seek assistance as needed, and resubmit the completed work. Problems and questions will be reviewed at the start of each class period where possible, or addressed during an appropriate part of the class session.

Tests: There are no make-up tests except for verified emergencies (injury or health-related crisis to the student or to an individual under the student's direct care). Telephone, voicemail, or email communication must occur at the time of the emergency by the student or family member.

Verification (hospital, doctor, police report) must be presented immediately upon return to class and the test must be taken by before the next class session.

Requests to re-schedule a test for serious need (parent-teacher meeting, legal requirements, significant family event, or other) must be made to the instructor in memorandum format with justification by the beginning of the second week of class to the instructor and test taken prior to departure). The instructor assumes that the student knows a serious need on the first class day and that the student will schedule no other commitments after the course schedule has been distributed.

Late Work: Extenuating circumstances concerning late assignments will be treated on an individual basis. There are situations in which students will be permitted to turn in assignments after the due date without penalty, but equity is a primary consideration in exercising this policy.

In order to provide fair treatment, students must request an extension (not to exceed one week) and provide a progress report by the due date. In the case of a verified emergency (injury, illness, or family emergency), the instructor reserves the right to work with the student without a progress report, but notification to the instructor must be made in a timely fashion.

- Unless a progress report or notification has been made in a timely fashion, papers receive a late penalty (1/3 value for one class session, 1/3 value for two class sessions, and no value after two sessions from the original due date.
- Avoid late penalties by submitting progress reports and requesting extensions for work.

Participation: University Policy states: “. . . regular class attendance and active participation in classes are important elements in the learning process. Students are at the University primarily for the sake of their intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of the student's progress. . . .

“Each student is personally responsible for the satisfactory completion of the course work prescribed by her/his instructors even though much of the work in this class is to be accomplished by a team. This means specifically that she/he is expected to attend class regularly, and that she/he is responsible for the work assigned in class, the material covered in class and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience.”

Academic Honesty: Why would a student submit someone else's work? The student gains no knowledge; the student masters nothing. However, some students take the work of others, while others give their work to students to claim as their own.

There are two parties to academic dishonesty.

- Any work submitted as the student's own work must be his/her own work. To submit the work of others is intellectually dishonest and carries penalties. The instructor reserves the right to apply University policies to work submitted by a student but prepared by others.
- Any work provided to others to submit is also dishonest. Any student inclined to share work on the basis of “helping another” may be helping another to get a degree. They may also be contributing to incompetent work in the workforce.
- Your integrity matters.

Other:

- Please ask about having guests attend class. Both the instructor and other students are affected by individuals who are not members of the class.
- If you wish to use the lab when other classes are in session, ask permission of the instructor.
- Cell phones should be in silent mode if a student is required by employment to be available or if a serious situation has developed or is impending. Students are asked to leave the class quietly for these types of calls and to return quietly upon their completion.