SYLLABUS
SPRING SEMESTER 2016

CIT 271-001 Windows Administration

INSTRUCTOR: Dr. Charles E. Frank
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EMAIL: frank@nku.edu
WEB PAGE: http://www.nku.edu/~frank/cit271Spring2016.html

OFFICE HOURS:

- TR 12:30PM to 3:00PM
  
  {Students are encouraged to see me at other times when I am free.}

PREREQUISITE: C- or better in CIT 247 and INF 120.

TEXTS:


GRADUATES:

Midterm Examination.................................20%
Comprehensive Final Examination.................20%
Computer Lab Exercises .............................60%

GRADING SCALE:

A: 93-100    A-: 90-92
B+: 87-89    B: 83-86    B-: 80-82
C+: 77-79    C: 73-76    C-: 70-72
D+: 67-69    D: 60-66    F: 0-59
In computer laboratory exercises, you will demonstrate your knowledge of administer Windows 8.1 and Windows Server 2012 computer systems. In some of the laboratory assignments, you will demonstrate system administration problem solving and troubleshooting.

Exams are given to help you consolidate your learning from the class and to provide both student and instructor with an assessment of what you have learned to perform Windows system administration. The exams are designed to test higher order learning, i.e., your ability to apply what you have learned, not simple memorization of facts.

**Mid-term Grade**

Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar (http://registrar.nku.edu/academiccalendar.html).

**FINAL EXAMINATION:**
- 10:10 AM – 12:10 PM on Tuesday, May 3, 2016

**Student Evaluation of Instructor and Course**

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the
university's official date for grade availability. To complete online evaluations go to http://eval.nku.edu. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor’s department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

STUDENT LEARNING OUTCOMES: By the end of this course students should be able to:

1. Understand how to perform system administration tasks on Windows 8.1 and Windows Server 2012 computer systems.
2. Understand the location and structure of Windows system administration tools.
3. Understand how to install, manage programs, manage files, manage user accounts, monitor system performance, secure, backup and restore, and automate system tasks.

ATTENDANCE: Attendance is necessary. Laboratory exercises are to be performed during the scheduled class time for full credit. Laboratory exercises may be made up or completed during open lab times for partial credit. Examination dates will be announced in advance. Missed examinations may be made up only under extreme circumstances.

WITHDRAWALS: Students may withdraw without penalty up to Monday, March 23, 2016. Withdrawals after this date are generally not permitted.

ASSIGNMENTS: Laboratory exercises will be accepted for full credit by the end of the class. Laboratory exercises will be accepted only up to one week late for partial credit. No laboratory exercise will be accepted after the start of the final examination.
**Student Honor Code**

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at http://deanofstudents.nku.edu/policies/student-rights.html#policies.

**Accommodations Due to Disability:**

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to e from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at http://disability.nku.edu.
Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

In-class: 2.5 hours/week * 15 weeks = 37.5 hours/semester
Reading/Studying: 7 hours/week * 15 weeks = 105 hours/semester
Total: 142.5 hours/semester

THE INSTRUCTOR RESERVES THE RIGHT TO ALTER THIS SYLLABUS IF CIRCUMSTANCES DictATE.