Technical College of the Lowcountry   Robert Beach
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IST 163
INTRO TO SERVER NETWORKING CONFIGURATION ADMINISTRATION

COURSE DESCRIPTION

The Windows Server 2012 Active Directory product covers managing an Active Directory network for small to large businesses. You will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services**.** This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced. Co-requisite or Prerequisite: RDG-100 or instructor approval

3 Credits (3 lect/pres, 0 lab, 0 other)

COURSE FOCUS

Course lab is set up for maximum hands-on operations to increase a student's ability to perform. Students must concentrate on labs by completing all reading assignments.

TEXT AND REFERENCES

70-410 Installing and Configuring Windows Server 2012 Testout.com

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)
    1.   Use volume shadow copies
    2.   Manage local and domain user accounts
    3.   Install Windows 2012 server
    4.   Know domain user accounts
    5.   Know local user accounts
    6.   Comprehend licensing modes
    7.   Use security analyzer
    8.   Configure task manager
    9.   Configure active directory database
    10.   Understand differential backup jobs
    11.   Use NTFS file permissions

12.   Understand full backup jobs
13.   Add disk storage
14.   Know backup software products
15.   Know network backup software products
16.   Generate counter alerts
17.   Generate counter logs
18.   Display performance date
19.   Use performance console
20.   Form task manager
21.   Employ event viewer
22.   Arrange Remote Desktop server
23.   Make MMC console
24.   Create a domain controller
25.   Understand incremental backup jobs
26.   Manage system files
27.   Understand Windows printing technologies
28.   Understand roaming profiles
29.   Understand mandatory profiles
30.   Understand local profiles
31.   Work with share permissions
32.   Understand disk storage technologies
33.   Troubleshoot printer failures
34.   Troubleshoot device driver problems
35.   Troubleshoot computer objects
36.   Create local and domain user accounts
37.   Perform maintenance with Check Disk
38.   Connect a printer client
39.   Manage logical printer
40.   Manage sharing file
41.   Manage disks with Disk Quotas
42.   Manage device drivers
43.   Manage computer objects
44.   Make domain groups
45.   Install logical printer
46.   Install device drivers
47.   Identify local groups
48.   Create computer objects
49.   Construct file system
50.   Perform maintenance with Disk Defragmenter

STUDENT CONTRIBUTION

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. Missing one class is equivalent to one week of instruction.

COURSE EVALUATION

Grading: 90 - 100 A
                80 - 89   B
                70 - 79   C
                60 - 69   D
                 0 - 59   F

COURSE SCHEDULE

The class meets for 2 lecture/presentation hours per week on Wednesday morning from 1:00 PM to 3:00 PM.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course *OR if a student stops attending class*, **it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT **OF POLICY NUMBER**: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency Text Alert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp

SYLLABUS SAFETY ADDENDUM

Purpose
The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies
- ➢ Hurricane
- ➢ Tornado
- ➢ Fire
- ➢ Biochemical or Radiation Spill
- ➢ Explosion/Bomb
- ➢ Downed Aircraft (crash which directly impacts campus operations)
- ➢ Utility Failures
- ➢ Violent or criminal behavior

> ➢ Psychological Crisis

Procedures
Active Shooter
Run/hide/fight (http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video)

Building Evacuation
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.

2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.

3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.

4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.

5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

Developed/Revised: May 2015