Course Information

Description

Course Goals
This course is aimed at students who are interested in learning Windows Server 2003 in preparation for either earning or upgrading their MCSE certification.

Objectives
1. Create and populate organizational units with user and computer accounts.
2. Manage user and computer accounts.
3. Create and manage groups.
4. Manage access to resources.
5. Implement printing.
6. Manage printing.
7. Manage access to objects in using organizational units.
8. Implement Group Policy.
9. Manage the user and computer environment by using Group Policy.
10. Audit accounts and resources
11. Prepare to administer server resources.
12. Configure a server to monitor system performance.
14. Manage device drivers by configuring device driver signing and restoring a device driver.
15. Manage hard disks.
17. Manage disaster recovery.

Format
The structure of this course is highly informal and self-directed. Thorough studying of course materials is encouraged to provide the best base of knowledge for successful completion of MCSE certification exams. Course content includes reading, listening, simulations, and practice exams. For detailed information about
the weekly course work, see 'Assignments'.

Students will be expected to spend a minimum of 6 hours per week working through the computer-based courseware, reading, and simulations for the course. This time does not include extra reading or practice exams. A recommended study schedule is provided to assist students with the task of completing all course material within the allotted 8-week session, but it is up to the student to manage their study time efficiently.

The instructor will be available online for the answering of questions and explanation of course materials.

Course Materials


- Proof of enrollment in course is required to purchase these CDs from the Saddleback College bookstore.

- These CDs contain the same course study materials provided in the IMC. These CDs are only required if studying course materials outside of the IMC is preferred. DO NOT USE THE CDs IN THE IMC!

- These CDs do not work if illegally copied.

- Additional on-line readings will be suggested through the "assignments" section of this site. These readings are provided for reference and additional assistance.

- Students are always encouraged to inform the instructor of interesting and relevant articles or other materials which might benefit the class.

Grading Policies

Grading of this course is based on the following:

5 Homework Assignments (10% each - scored) ExamSim Questions for all Sections assigned each week. Look in 'Assignments' for complete instructions.
1 Final Exam (50%- scored) "Typical Exam" from ExamSim section of courseware. Can be taken multiple times. Details can be found in 'Assignments'.

All homework and Final Exam must be completed and turned-in on time to receive credit.

Reference materials of any kind are not allowed to be used during the taking of the final exam. Sharing of final exam questions or answers with anyone at any time is strictly prohibited. This includes during the exam, after the exam, and even after completion of the course.

FINAL EXAM MUST BE RECEIVED BEFORE 5pm ON THURSDAY OF FINALS WEEK.

Grade Computation:

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<thead>
<tr>
<th>Grade Computation</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
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<tr>
<td>80-89%</td>
<td>B</td>
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<td>70-79%</td>
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<td>D</td>
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<td>0-59%</td>
<td>F</td>
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*** Any student in this course who provides proof of a passing grade on the official Microsoft Exam for this course to the instructor BEFORE 5pm of the Friday following the Final Exam deadline date, will automatically receive an "A" in this class. ***

If you decide to drop this course, you must go to the Office of Admissions and Records in the Student Services Building. If you fail to officially drop and do not complete the course, you will receive an "F" on your permanent record.

Course Policies
Academic Integrity

Students in this course will be expected to comply with the University Policy on Academic Integrity. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level. For more information, please reference the Saddleback College Student Rights and Responsibilities.

Furthermore, the flexible, self-paced nature of this course requires that students uphold the highest level of integrity regarding the taking of the online final exam. Reference materials of any kind are not allowed to be used during the taking of the final exam. Sharing of exam questions or answers with anyone at any time is strictly prohibited. This includes during the exam, after the exam, and even after completion of the course. Doing so will be considered CHEATING and will result in a grade of "F" for the class.

Campus Computer/Network Usage

Computers and computer software are provided for student use in the Saddleback College Information Management Center (IMC). USE OF THIS PROPERTY IS A PRIVILEGE THAT SHOULD BE TAKEN SERIOUSLY AND NOT ABUSED. Considerate and ethical use of computing resources is the responsibility of every user. Students are expected to adhere to IMC hours of operation, to be polite and considerate to IMC staff at all times, to refrain from attempting to access any resources on the computer network outside of the specific requirements of the course and to treat all property of Saddleback College with the utmost respect. For more information, please see the South Orange County Community College District Digital Information Network: Acceptable Use Policy.

Disabilities

Students with specific disabilities, including non-visible disabilities such as chronic diseases, learning disabilities, head injury and attention deficit disorder, who require special educational accomodations, are requested to inform the instructor of these needs within the first two weeks of class. The instructor should be contacted after class, in writing or by e-mail as soon as possible so that all learning needs may be appropriately met. All discussions with instructor will remain strictly confidential.

Students requiring special academic accomodations are strongly encouraged to utilize the assistance of the Saddleback College Special Services Office in Student
Services Center, Room 113. For more information, please see Special Services at Saddleback College.

Incompletes and Make-up Exam Policy

No incompletes or make-up exams will be given in this course.