

**OAKTON COMMUNITY COLLEGE
GENERIC COURSE SYLLABUS**

I. COURSE PREFIX	COURSE NUMBER	COURSE NAME	CREDIT	LECTURE	LAB
CNS (Formerly LAN 110)	110	Microsoft Windows Desktop Operating System	3	3	1

II. PREREQUISITE

CNS 105 (Formerly LAN 105) or knowledge of the fundamentals of current networking technology, or consent of instructor, coordinator or program chair.

III. COURSE (CATALOG) DESCRIPTION

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers that are part of workgroup or domain. The course covers the most recent release of Windows. This course prepares students to become Microsoft Certified Professional (MCP). The students also earn credit toward the core credit toward Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Systems Administrator (MCSA).

IV. LEARNING OBJECTIVES:

Upon completing this course, students will be able to:

1. Install new or upgrade Windows Desktop Operating System as standalone or client
2. Automate an installation of Windows OS by using answer files and Uniqueness Database Files (UDFs), or by using the Microsoft Windows Desktop OS Preparation Tool.
3. Configure and manage hardware on a computer running Windows OS.
4. Configure and manage file systems.
5. Troubleshoot the boot process and other system issues.
6. Configure the desktop environment, and use profiles to control desktop customization.
7. Configure and support Transmission Control Protocol/Internet Protocol (TCP/IP).
8. Configure Windows Desktop to operate on Windows networks.
9. Support remote users.
10. Configure Windows Desktop for mobile computing.
11. Monitor resources and performance.
12. Setup, configure, administer and troubleshooting common problems for network printers.

V. ACADEMIC INTEGRITY:

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating
- plagiarism (turning in work not written by you, or lacking proper citation)
- falsification and fabrication (lying or distorting the truth)
- helping others to cheat

- unauthorized changes on official documents
- pretending to be someone else or having someone else pretend to be you
- making or accepting bribes, special favors, or threats, and
- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

VI. OUTLINE OF TOPICS:

1. Introduction to Windows Desktop OS
2. Installing and Configuring Windows Desktop OS
3. Setting Up and Managing User Accounts
4. Setting Up, Configuring and Troubleshooting Printers
5. Administering File and Print Resources in Windows
6. Securing Resources with NTFS Permission
7. Administering Shared Folders, File and Print Resources in Windows
8. Administering Audit Resources and Events
9. Administering Security Setting and Internet Options
10. Administering and Managing Data Storage
11. Backing Up and Restoring Data

VII. METHODS OF INSTRUCTION:

The course will include Lecture and Lab.

VIII. COURSE PRACTICES REQUIRED:

- Read course materials.
- Attend and participate in class lecture and lab.
- Complete required assignments, exercises, quizzes, and exams.

IX. INSTRUCTIONAL MATERIAL

- Textbook and Lab book: Microsoft Official Curriculum for Windows
- Current Self-Test Software
- Software manuals

X. METHODS OF EVALUATING STUDENT PROGRESS:

Quizzes and examinations. Completion of lab assignments and exercises.

XI. OTHER COURSE INFORMATION

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.