

MERCER COUNTY COMMUNITY COLLEGE

Division of Business and Technology

NET 120

Windows Desktop Operating System Administration

COURSE DESCRIPTION:

Students learn to install and deploy the Windows desktop OS, create users and groups, administer file and print resources, manage hardware devices and drivers, optimize system performance and reliability, configure the desktop environment using control panel, the registry and system policies, and configure network protocols and services. In addition, auditing of resources, managing data storage, monitoring network resources, and implementing security are covered. Additional topics include an introduction to DNS and Active Directory, and general troubleshooting is addressed. Hands-on exercises reinforce certification exam objectives.

Text (s): **Reference Division Booklist**

Minimal Prerequisite: Basic Computer Literacy

Credits: **3**

Lecture Hours: **2**

Studio/Lab Hours: **2**

**Food and Drink are strictly prohibited in classrooms as per Health and Safety Laws.
Students may not bring in chemicals of any kind without the appropriate MSD sheets.**

Course Coordinator: Jeff Weichert

Latest Review: Spring 2004

I. OVERVIEW OF THE COURSE

Students learn to install and deploy the Windows desktop OS, create users and groups, administer file and print resources, manage hardware devices and drivers, optimize system performance and reliability, configure the desktop environment using control panel, the registry and system policies, and configure network protocols and services. In addition, auditing of resources, managing data storage, monitoring network resources, and implementing security are covered. Additional topics include an introduction to DNS and Active Directory, and general troubleshooting is addressed. Hands-on exercises reinforce certification exam objectives.

The course is intended for those who administer Microsoft Windows NT Workstations or who are on the Microsoft Certified Systems Engineer Windows NT track.

This three-credit course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs.

II. PREREQUISITES

The following skills are required to complete the course successfully:

- Knowledge of basic computer hardware components, including memory, hard disks, CPUs, communication and printer ports, display adapters, and pointing devices.
- Working knowledge of an operating system, such as Microsoft MS-DOS, UNIX, Microsoft Windows version 3.x, Microsoft Windows for Workgroups, Microsoft Windows 95, or Microsoft Windows NT.
- Proficiency using the Windows 95 or Windows NT interface, including the ability to use Windows Explorer to locate, create, and manipulate folders and files, to create shortcuts, and to configure the desktop environment.
- Working knowledge of major networking components, including clients, servers, local area networks (LANs), network adapter cards, drivers, protocols, and network operating systems.

III. COURSE OBJECTIVES

At the completion of this course, with appropriate study, you will be able to:

- Install Windows 2000 Professional
- Use Microsoft Management Console and Task Scheduler
- Use Windows Control Panel
- Use the Registry
- Manage Disks
- Install and Configure Network Protocols
- Use the DNS Service
- Use Active Directory
- Set Up and Manage User Accounts

COURSE OBJECTIVES (cont'd)

- Set Up and Manage Groups
- Set Up and Configure Printers
- Administer Network Printers
- Secure Resources with NTFS Permissions
- Administer Shared Folders
- Audit Resources and Events
- Configure Local Security Policy
- Manage Data Storage
- Back Up and Restore Data
- Monitor Access to Network Resources
- Understand the Windows 2000 Boot Process
- Deploy Windows 2000
- Configure Windows 2000 for Mobile Computers
- Implement, Manage and Troubleshoot Hardware Devices and Drivers

IV. EVALUATION

Final grades are determined by a weighted average of midterm and final examinations, quizzes, laboratory assignments, homework assignments, class participation, and attendance. Your final grade in the course will be based on the following:

Class attendance and participation	10%
Homework assignments	15%
Laboratory assignments	15%
Quizzes	20%
Midterm examination	20%
Final examination	<u>20%</u>
	100%