Southeastern TECHNICAL COLLEGE

Microsoft Server Directory Services
CIST 2412
COURSE SYLLABUS
Fall Semester 2015 Fiscal Year 201612
Oct 13, 2015 – Dec 8, 2015 Mini Semester B
### HYBRID
**TENTATIVE – SUBJECT TO CHANGE

Semester: 201612 Fall 2015
Course Title: Microsoft Server Directory Services
Course Number: CIST 2412
Credit Hours/ Minutes: 4/4500
Class Location: GVTC/Angel
Class Meets: Monday - Thursday 10:20 – 12:00pm / 7 ½ weeks
60% in class and 40% online
CRN: 20044
LabConnection Class Code 20044

Instructor: Stephanie Moye
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 813 Gillis Building
Email Address: smoye@southeasterntech.edu.
Phone: 912-538-3161
Fax Number: 912-538-3106

Tutoring Hours: Made by Appointment

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT: MCTS Guide to MS Windows Server 2008 Active Directory Configuration (Exam 70-640) ISBN 9781423902355 by Cengage with LabConnection Labs website keycode ISBN 9781111310080 or 1111310041. **Bundled ISBN: 1111615314 Students are required to have all books and supplies on the first day of class.**
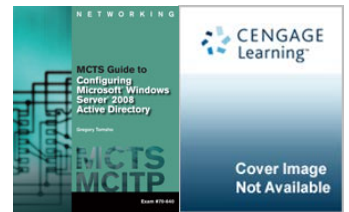
REQUIRED SUPPLIES & SOFTWARE: Internet Access required. Internet browser as IE 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION: Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE: Server Deployment, Server Management, Monitor and Maintain Servers, Application and Data Provisioning, Business Continuity and High Availability

PREREQUISITE(S): CIST2411 Microsoft Client

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Hybrid): Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. **Assignments will be saved via the Angel system.** Assignments are given with numerous days to complete; therefore <mark>no assignment will be accepted late</mark>. <mark>After the due date a grade of zero will be given</mark>.

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for policies and procedures included in the *STC Catalog*. **CIST program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**
Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

EMAILS: Preferred method of communication should be through OWL MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example: CIST1220 Moye

CHECKING GRADES: A grade book is made available in the ANGEL course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

SURFING THE WEB WHILE IN CLASS: For each time a student is caught on Facebook or a site that is not approved by the instructor, student will be dismissed from class with an absence given for attendance.

CELL PHONE USING IN CLASS: Cell phone usage is not allowed in the classroom. Any student caught using a phone or answering a call during class will have a 5 point deduction on the next Exam/Test.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley Room 1208 (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

MAKEUP GUIDELINES: Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will **NOT** be allowed to make-up the assignment. **No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.**

No Harm No Foul Policy: It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **FALL** semester, that day will be Oct 15, 2015.) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** *If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws.*

DROPPING COURSES BEFORE THE CLASS HAS BEGUN: Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of

gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY STATEMENT
Review Questions	20%	A: 90-100		*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*
Lab Connection	30%	B: 80-89		
Quizzes	5%	C: 70-79		
Chapter Tests	35%	D: 60-69		
Discussion Boards	10%	F: 0-59		
Total	100%			

* Grade of D or below results in student repeating the class

Disclaimer Statements
****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.****
The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

Performance	Exceptional 100	Proficient 90	Satisfactory 80	Limited 70	Poor 60
	Discussion Board Topics **Grading Rubric**				
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
Posts & Word Count	• Posts early to allow others time to read and reply to 4 or more posts • 125 - 150 words in main thread	• Posts early to allow others time to read and reply to 3 posts • 80 – 124 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts • 50 – 79 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 posts • 25-49 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies • 0 – 24 words in main thread
Scope of Solution NO COPYING AND PASTING FROM WEBSITES. **If any information comes from a website it must be cited as a resource.**	• Content provides a thorough frame of reference for comprehending the solution; • An original solution is provided. • Numerous Resources listed	• Content provides appropriate factual data but is not original or complete to solve problem or topic. • Resources listed	• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. • Few resources listed	• Content is not realistic solution to problem or topic. • One resource listed	• Content fails to offer a conscientious solution to selected problem or topic. • No resource listed
Explanation	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.

			CIST 2412 - Microsoft Server Directory Services FALL Semester 2015 Fiscal Year 201612 Lesson Plan **TENATIVE – SUBJECT TO CHANGE**	
Date	Chp/Lesson	Content	Assignments/Tests **WHITE AREAS INDICIATES WORK ONLINE**	*Competency Areas
			WEEK 1	
Tues – Mon Oct 13 - 19		**New Student Orientation** **Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage**	**Logon to STUDENT MAIL:** Send email to Instructor. Reply to any Instructor email. **Familiarize yourself with ANGEL class (See STC Website – Current Students** **Login to the course on ANGEL.** Click Course Work – Complete Start Here… items Review ANGEL, IDS, and Discussion Board coverage	a,c
	1	**Introducing Windows Server 2008**	Create a CIST2412 folder on your P: DRIVE on IDS. **Complete Discussion Board 1 on Angel.** Read Chapter 1 Lecture Do Review Questions on Angel Do all Lab Connections for Chapter 1 **Do Chapter 1 Test on Angel**	1 a,c
	2	**Installing Windows Server 2008**	Read Chapter 2	2,a,c
			Do Review Questions on Angel Do all Lab Connections for Chapter 2 **Do Chapter 2 Test on Angel**	
		**Week 1 assignments must be completed and turned in before midnight Oct 19		
			WEEK 2	
Tues – Mon Oct 20 - 26	3	Introducing Active Directory	Read Chapter 3 Lecture	2 a, c
			Do Review Questions on Angel Do all Lab Connections for Chapter 3	
	4	Active Directory Design and Security Concepts	Read Chapter 4	2, 3, a,c
			Do Review Questions on Angel Do all Lab Connections for Chapter 4 **Complete Discussion Board 2 on Angel** **Do Chapter 3 & 4 Test on Angel**	
		**Week 2 assignments must be completed and turned in before midnight Nov 26		
			WEEK 3	
Tues – Mon Oct 27 – Nov 2	5	Account Management	Read Chapter 5	2, 3 a,c
			Do Review Questions on Angel Do all Lab Connections for Chapter 5	
	6	Windows File & Print Services	Read Chapter 6	4, 5 a,c
			Do Review Questions on Angel Do all Lab Connections for Chapter 6 **Complete Discussion Board 3 on Angel** **Do Chapter 5 and 6 Test on Angel**	
		**Week 3 assignments must be completed and turned in before midnight Nov 2		

			WEEK 4		
Tues – Mon Nov 3 - 9	7	**Configuring Group Policy**	Read Chapter 7		2-5 a,c
		Semester B Midterm Nov 9	Do Review Questions on Angel		
			Do all Lab Connections for Chapter 7		
			Complete Discussion Board 4 on Angel		
			Do Chapter 7 Test on Angel		
	8	**Introduction to Windows Networking**	**Read Chapter 8**		**2-5 a,c**
			Do all Lab Connections for Chapter 8		
			Do Review Questions on Angel		
		**Week 4 assignments must be completed and turned in before midnight Nov 9			
			WEEK 5		
Tues – Mon Nov 10 - 16		**65% point November 16**	Review Chapter		**2-5 a,c**
			Do Chapter 8 Test on Angel		
	9	**Configuring DNS for Active Directory**	Read Chapter 9		2-5 a,c
			Do Review Questions on Angel		
			Do all Lab Connections for Chapter 9		
		**Week 5 assignments must be completed and turned in before midnight Nov 16			
			Week 6		
Tues – Tues Nov 17 - 24	10	Configuring & Maintaining the Active Directory Infrastructure	Read Chapter 10		4, 5 a,c
			Do Review Questions on Angel		
			Do all Lab Connection for Chapter 10		
			Do Chapter 9 and 10 Test on Angel		
	11	Active Directory Certificate Services	Read Chapter 11		4, 5 a,c
			Do Review Questions on Angel		
			Do all Lab Connections for Chapter 11		
		Thanksgiving Holiday November 25 & 26			
		**Week 6 assignments must be completed and turned in before midnight Nov 24			
			Week 7		
Tues – Mon Nov 30 – Dec 3	12	Additional Active Directory Server Roles	Read Chapter 12		2 a,c
			Do Review Questions on Angel		
			Do all Lab Connections for Chapter 12		
			Complete Discussion Board 5 on Angel		
			Do Chapter 11 & 12 Test on Angel		
	13	Server Management and Monitoring	Read Chapter 13		2, 3 a,b,c
		Semester Ends	**Do Review Questions on Angel**		
			Do Lab Connections 13		
			Chapter 13 EXAM - Before 12:00 NOON on Dec 3th NO EXCEPTIONS		
		**Week 7 assignments must be completed and turned in before midnight Dec 2			

MAJOR COURSE COMPETENCIES

1. Server Deployment
2. Server Management
3. Monitor and Maintain Servers
4. Application and Data Provisioning
5. Business Continuity and High Availability

GENERAL EDUCATION CORE COMPETENCIES

a The ability to utilize standard written English.
b The ability to solve practical mathematical problems.
c The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.