

CNT 100 – Introduction to Windows Networking Syllabus

Instructor:

Email:

Phone:

Office:

Office Hours:

Course Overview

In this course, students are introduced to the fundamental concepts of Windows networking as required for the Microsoft Technical Associate Certification. Four knowledge domains comprise this course: Networking Fundamentals, Security Fundamentals, Operating System Fundamentals, and Windows Server Fundamentals. (4 credits)

Course Goals

Upon successful completion of this course, you will be able to:

1. Identify basic networking topologies.
2. Describe layers and functions of the OSI model.
3. Identify IP address structure.
4. Identify features of TCP.
5. Identify steps in the name resolution process.
6. Identify steps necessary for configuring the desktop.
7. Identify the management tasks available in Windows Workstation.
8. Identify Windows Operating Systems editions.
9. Identify the steps necessary for removable media installations and network installations.
10. Identify the different roles of Windows Server.
11. Identify the different objects and their usage in Active Directory.
12. Identify the core security principles of Confidentiality, Integrity, and Availability.
13. Identify the components of physical security.
14. Identify the available protocols for authentication in a Windows network.
15. Identify the encryption methodologies available in a Windows infrastructure.
16. Identify the different methods available for securing a Windows network.

Textbook & Supplies

eTexts will be supplied for each of the four units in the course through GMetrix. The following hard copies are available for students who would like them, but **the hard copies are optional**:

MTA Windows Operating System
Fundamentals
ISBN : 978-1-118-29527-4

MTA Networking Fundamentals
ISBN : 978-0-470-90183-0

MTA Windows Server Administration
Fundamentals
ISBN : 978-0-470-90182-3

MTA Security Fundamentals
ISBN : 978-0-470-90184-7

GMetrix Website (eText and Practice Tests): <http://www.gmetrix.net/student>

LearnKey/Online Expert Website: <http://washtenaw.onlineexpert.com/>

Time Commitment

To meet the course objectives, expect to spend 12 - 16 hours per week for a 4 credit course.

Expectations and Availability of Instructor

I will usually respond to messages within 48 - 72 hours. You should make a habit of checking messages and announcements on a regular basis as well.

Communication

General Communication Guidelines

- Please be courteous and professional in your communications.
- Please use complete sentences and avoid using abbreviations.

Individual and Group Communication

- In cases where multiple students have the same question or issue I may post an announcement rather than responding individually.

Email Communication

- Please send emails from your WCC account to be in compliance with [federal privacy regulations](#).
- Provide a clear subject line that includes the course name, section number, and the assignment or lab name.
- Always include your first and last name in the email message.

Strategies for Success

- Print out the course schedule and follow it.
- Check for new announcements within your Blackboard course a few times per week.
- Begin assignments before the due date so you can ask questions and have time to troubleshoot any technical issues.
- Stay in touch by email if you have any questions, concerns, or conflicts that may interfere with your academic success.
- Attend the face-to-face class sessions for clarification of concepts and assistance from the instructor.

Policies Agreement

The Policy Agreement, under the Syllabus and Schedule link must be completed by XXXXXXXXXXXX. If this agreement is not completed by that date; you will be dropped from the class, no exceptions. Also, as required by Federal financial aid regulations, you will be reported as absent from class which may impact your financial aid.

Grading

- Grades are posted in Blackboard under 'My Grades'.
- Grading is typically completed within a week of the assignment submission.

Determining Your Grade

Pre-Assessment Tests

Each session in the LearnKey/Online Expert/Certiport has a pre-assessment test that consists of 20-35 questions regarding the content that is about to be presented. This test is used to gauge your current understanding of the material. Students will be awarded 25 points for completing the pre-assessment test for each session.

Labs

Each session in the LearnKey/Online Expert/Certiport has 1-10 labs that need to be completed. These labs reinforce the concepts being learned and provide a self-check to the students regarding how well they understand the concepts being taught. Unlimited attempts are permitted for the completion of the labs. Labs that are successfully completed will be awarded 5 pts each.

Post Assessment Tests

Each session in the LearnKey/Online Expert/Certiport has a post-assessment test that consists of 40-60 questions regarding the content that has been presented. This test is used to gauge how well you have learned the material. Students will be awarded up to 150 points per test depending on their performance on the test. Unlimited attempts are permitted for the post-assessment tests.

Practice Certification Tests

There are practice certification tests available in the GMetrix system. These tests are available in training mode and test mode. Training mode provides instant feedback for each question regarding whether it was answered correctly as well as an explanation of the content that is being evaluated by the question. Test mode simulates the conditions of taking the actual certification test because it is a timed test that does not provide feedback until it is complete. These tests are a great way for students to prepare for the certification exams. As an incentive to complete the practice exams, Students can earn up to 75 points extra credit per unit for achieving a score of 70% or better on the practice exam regardless of the mode in which it is taken.

Certification Exams

There are 4 certification exams associated with the material presented in this course. Students are encouraged to take the certification exams to gain the Microsoft Technical Associate certifications. However, these exams are not required for the course and the cost of the certification exams is not included as a part of the course. Students who successfully pass the certification exams and present evidence of such to the instructor, will have their grade in the course raised one full grade level. For example, if a student has a B in the course and shows documentation to the instructor that he/she has passed all four certification tests, the student's grade will be modified to show an A on the transcript.

Grading Scale							
A	94 – 100%	B	84 – 86%	C	74 – 76%	D	64 – 66%
A-	90 – 93%	B-	80 – 83%	C-	70 – 73%	D-	60 – 63%
B+	87 – 89%	C+	77 – 79%	D+	67 – 69%	F	59% and below

Total Points Available **2605** **Extra Credit** **300**

Unit 1 - Windows Operating Systems		Unit 2 - Networking Fundamentals		Unit 3 - Server Admin Fundamentals		Unit 4 - Security Fundamentals	
Session 1		Session 1		Session 1		Session 1	
Pre-Test	25	Pre-Test	25	Pre-Test	25	Pre-Test	25
Labs	25	Labs	20	Labs	40	Labs	20
Post-Test	150	Post-Test	150	Post-Test	150	Post-Test	150
Total Session 1	200	Total Session 1	195	Total Session 1	215	Total Session 1	195
Session 2		Session 2		Session 2		Session 2	
Pre-Test	25	Pre-Test	25	Pre-Test	25	Pre-Test	25
Labs	55	Labs	10	Labs	5	Labs	35
Post-Test	150	Post-Test	150	Post-Test	150	Post-Test	150
Total Session 2	230	Total Session 2	185	Total Session 2	180	Total Session 2	210
Session 3		Session 3		Session 3		Session 3	
Pre-Test	25	Pre-Test	25	Pre-Test	25	Pre-Test	25
Labs	45	Labs	10	Labs	15	Labs	20
Post-Test	150	Post-Test	150	Post-Test	150	Post-Test	150
Total Session 3	220	Total Session 3	185	Total Session 3	190	Total Session 3	195
Session 4		Total Unit 2		Total Unit 3		Total Unit 3	
Pre-Test	25	Extra Credit:	75	Extra Credit:	75	Extra Credit:	75
Labs	30	Practice Test		Practice Test		Practice Test	
Post-Test	150						
Total Session 4	205						
Total Unit 1	855						
Extra Credit:	75						
Practice Test							

Late Work Policy – NO LATE WORK WILL BE ACCEPTED.

Incomplete Policy - Students will not be given an incomplete grade in the course without sound reason and documented evidence. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Other - Instructor reserves the right to change handouts. Revised handouts will be distributed to students and posted on Blackboard.

Course Status Changes

For information on dropping a course for a refund, changing the registration status from Audit to Credit or Credit to Audit, or withdrawing from a course without a refund, please visit [Washtenaw Community College's website](#). These options are handled through the Student Connection and are the responsibility of the student. The instructor can handle none of these choices. If a student does not drop the course, and does not participate in the course activities, that student will receive an "F" in the course.

Accommodations for Special Needs (Learning Support Services)

If you have a documented disability and wish to discuss disability accommodations and other learning needs, please contact me as soon as possible or contact [Learning Support Services](#), LA 104, (734) 973-3342.

Academic Integrity

Plagiarism and other forms of academic dishonesty will result in discipline according to the [WCC Student Rights & Responsibility guidelines](#).

Minimum Computer Literacy Skills and Technology Requirements

- You should have a general knowledge of computers, file management skills, and Internet skills.
- Access to Blackboard and the Internet is essential for the entire course duration.
- Course content will be delivered in multiple formats, including but not limited to webpages, Word and pdf documents, video, and audio formats. You may need to install the recommended plug-ins for each type of media.

Technical Support

- Browse the Resources & Help for Blackboard FAQ's, How To Videos, and other resources.
- Email blackboard@wccnet.edu or call the Blackboard help desk at 734-477-8724
- Learn Key/Online Expert/Certiport: (800) 865-0165 Press 3 for technical support
- GMetrix: <http://www.gmetrix.net/manage/access/support/default.aspx>

LRC Computer Commons (GMB)

- Telephone: (734) 973-3420
- Hours posted at:
<http://www.wccnet.edu/resources/computerresources/computerlabs/commons/>

WCC Alert System

Sign up at MyWCC for WCC Alerts. You will get notifications about school closings, inclement weather and emergencies. Notification could come in many forms, including text messages, emails, and voice mail messages.