

MIDSTATE COLLEGE
411 W. NORTHMOOR RD.
PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
SUMMER 2008

Course Number & Name: MSE 110 – Windows Desktop Operating System

Instructor Information: Brian Hughes bhughes@midstate.edu

Credit Hours: 4

Course Description: This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows on a desktop computer. Students will learn about the various tools for administering and configuring the system, including the Microsoft Management Console, control panel, and registry editor.. Upon successful completion of this course, the student will have covered the necessary topics for the corresponding Microsoft certification exam.

Prerequisite: CIS 151 Introduction to Operating Systems

Text(s) & Manual(s): Installing, Configuring, and Administering Microsoft Windows XP Professional Second Edition
(Textbook and Lab Manual) ISBN 0-07-225836-5

Author(s): Dave Field

Publisher: Microsoft Press, 2005

Materials needed for this course: Notebook for maintaining lab journal (optional)

Topics: Windows XP Professional is a powerful and complex operating system. Over the next few weeks you will learn much about Windows XP Professional, including installation methods and troubleshooting, hardware device installation and management, storage management, disaster recovery planning and management, and performance analysis. For a complete list of objectives, mapped to the chapters that cover them, see the section titled “About This Book” in the textbook.

Learning Objectives: Upon completion of this course the student will be able to:

- Perform and troubleshoot an attended installation of Windows XP Professional
- Monitor, manage and troubleshoot access to files and folders
- Manage and troubleshoot access to shared folders
- Connect to local and network print devices
- Configure and manage file systems
- Implement, manage, and troubleshoot disk devices
- Implement, manage, and troubleshoot display devices
- Implement, manage, and troubleshoot input and output (I/O) devices
- Implement, manage, and troubleshoot drivers and driver signing
- Monitor, optimize, and troubleshoot performance of the Windows XP Professional desktop
- Restore and back up the operating system, System State data, and user data
- Configure and manage user profiles and desktop settings
- Manage applications by using Windows Installer packages
- Configure and troubleshoot the TCP/IP protocol
- Configure, manage, and troubleshoot Remote Desktop and Remote Assistance
- Configure, manage, and troubleshoot an Internet Connection Firewall
- Configure, manage, and troubleshoot the Encrypted File System (EFS).
- Configure, manage, and troubleshoot a security configuration and local security policy
- Configure, manage, and troubleshoot local user and group accounts

Midstate Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Midstate Plagiarism Policy:

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

Assessment Portfolio Reminder:

Each student is required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the “Evidence for Success” list for your program, which is already in the portfolio, and instructions from the instructor to determine the assignment(s) that should be in the assessment portfolio.

Participation requirements/policies and procedures/requirements to pass the course:

- 1) Assignments: Homework is due at the beginning of the class period. All homework is to be turned in with your name, date, and the name of the assignment at the top. 70% is the highest score that late or make up work can earn without prior arrangement with the instructor. No make up work is accepted during finals week.
- 2) Exams: Must be taken on the dates scheduled by the instructor. Failure to take an exam on the scheduled date will result in a grade of “F” (0 points). Make-up exams must be taken in the testing center. It is the student’s obligation to make the appropriate arrangements to have a test administered.
- 3) Attendance: Regular attendance is expected. It is the student’s responsibility to notify the instructor when a class will be missed. If you know of a conflict ahead of time, you are welcome to submit projects early. If you find that an absence is unavoidable, contact the Midstate Office at 692-4092 and leave a message or email me at the address above. If I do not receive a call or email before the missed class period, you will be considered unexcused and no make-up will be allowed for that day. Lab work must be completed in class on furnished equipment. Make-up lab work can be scheduled with the instructor if an absence is unavoidable. Lab work may be scheduled during any class.
- 4) Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper, or project; failure in course; and/or expulsion from the college. For more information refer to the “Academic Dishonesty” policy in the student handbook.
- 5) Grades: It is the students’ responsibility to keep copies of all assignments turned in for a letter grade until the end of the quarter when a final grade has been earned. If a document is lost and no copy is available, the student will not receive credit.
- 6) Behavior: Cell phones / pagers are prohibited from use in this course. Also, do NOT use email/messenger programs during class. This is not only rude to your instructor, but also distracts you and others around you from the learning experience.
- 7) Student Responsibility: The following are the student’s responsibilities:
 - Reading the class textbook and any other materials assigned by the instructor, including journals, magazines, white papers, and Internet materials. Chapter materials covered during class should be read BEFORE the start of class.
 - Participating in oral presentations and classroom discussions
 - Participating in lab exercises
 - Completing all assignments and quizzes/exams
 - Keep your lab journal up-to-date. This should be at least one (1) paragraph documenting your experience with the lab, such as, any problems you experienced, specific things that you learned, and any other thoughts that

come to you as the result of the lab assignment. Lab assignments and your lab journal make up 25% of your grade.

Methods of evaluating student performance:

Homework assignments are used to assess students' critical thinking skills. Lab work assignments will be used to measure the students' ability to apply concepts learned from lecture in a hands-on way.

Examination Information:

The quizzes and exams will be a combination of fill-in-the-blank, true/false, multiple-choice and matching questions. A hands-on practicum may be utilized where appropriate. Quizzes will focus mostly on recently covered material, however earlier material will still be included at some points to ensure foundation concepts are fully understood. The midterm will be comprehensive and cover all chapters covered in class to that date. The final will be comprehensive and will cover all chapters covered since the midterm.

Instructors Grading Scale:

These percentages are approximate values

• Homework Assignments	(100 pts.)	29%
• Lab assignments / Lab journal	(50 pts.)	14%
• Quizzes/Exams	<u>(200 pts.)</u>	<u>57%</u>
Total:	350 pts	100%

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Day	Date	Assignment
Week 1	5/20	Class introduction / Chapter 1
Week 2	5/27	Chapters 2 / Lab
Week 3	6/3	Chapters 3 & 4 / Lab
Week 4	6/10	Chapters 5 & 6 / Lab
Week 5	6/17	Chapters 7 & 8 / Lab
Week 6	6/24	Midterm Exam / Chapter 9 / Lab
Week 7	7/1	Chapters 10 & 11 / Lab
Week 8	7/8	Chapters 12 & 13 / Lab
Week 9	7/15	Chapter 14 / Lab
Week 10	7/22	Chapter 15 / Lab
Week 11	7/29	Chapter 16 / Lab
Week 12	8/5	Review / Final Exam

Tips to Succeed

- 1) Read the book! Please read the chapters BEFORE the class day you are scheduled to discuss them. This will make it easier for you to understand the lecture and also to be prepared to ask questions if you have any.
- 2) Good Attendance is important! School is like a job and to succeed you need to work at it.
- 3) Study, study, and study some more! The student handbook recommends studying 2 hours for every hour of class time scheduled. For example, a 4 credit hour class means you should be studying 8 hours a week outside of the classroom. Please refer to the student handbook, page 31, for more learning strategies.
- 4) Ask questions! If you do not understand a topic please ask questions! This is “YOUR COLLEGE”, make the most of it.