

COURSE TITLE AND NUMBER: Implementing Microsoft Windows 2000 Professional, IT 110

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## North Central **Michigan College**

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NCMC CURRICULUM/COURSE OUTLINE FOR YEARS 2002 +

DIVISION/AREA: Business and Technology      DEPARTMENT: Information Technologies

AREA DEAN: Dr. Timothy Dykstra      ORIGINATOR: Fred R. Harrington Jr.

TOTAL HOURS OF INSTRUCTION:      LECTURE: 0      LAB: 1.5      TOTAL CONTACT HOURS: 1.5

COURSE NUMBER: IT 110      CREDIT HOURS: 1.5

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TRANSFERABLE    YES:                  NO:                  TO:

**PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:**

**PREREQUISIT:** IT 100, A pretest may be taken in lieu of prerequisites with instructor approval.

**CATALOG DESCRIPTION:** IT 110, IMPLEMENTING MICROSOFT WINDOWS 2000 PROFESSIONAL

This course will introduce you to Microsoft Windows 2000 Professional through exploration, demonstrations, discussions, and hands-on lab exercises. You will perform installations and learn how to administer and troubleshoot problems with the operating system in a variety of network configurations. You will be introduced to the Windows security and disk management systems. This course provides information necessary to prepare you for the Microsoft Windows 2000 Professional Examination, 70-210, which qualifies you as a Microsoft Certified Professional. Prerequisite, IT 100 or instructor approval.

**GENERAL EDUCATION OUTCOMES OR OCCUPATIONAL PROGRAM OUTCOMES**

The purpose of General Education requirements in our degree programs is to enable students to develop their ability to reason, to communicate effectively in both oral and written form, and to acquire sufficient knowledge of their heritage to participate fully in society and the world. Upon completion of an associate degree program, a graduate will be able to:

1. Think critically and analytically: The course requires a student to be able to identify a given network configuration, choose, install, troubleshoot, and administer the appropriate protocols to implement the operating system.
2. Write and speak effectively: The course requires a student to document completion of each laboratory assignment with a clearly written professionally formatted letter. Prior to taking the final examination each student must pass an oral examination in which students must clearly articulate their understanding of an instructor selected topic.
3. Independently acquire knowledge: The course is an instructor guided self-study program. Instructor

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guidance is used to help students develop concepts through pre-designed exercises and exploration in a controlled environment. Online supplements are provided for both remedial support and in-depth investigations.

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4. Select and use mathematical tools for problem solving and decision-making: The course requires a student use a binary to decimal conversions to develop mathematical representations used to configure network interface cards and to develop a subnet masking scheme appropriate to the laboratory's network configuration.

**COURSE OBJECTIVES & OUTCOMES:**

Upon successful completion of this course with appropriate study, a student will be able to:

1. Prepare for the installation of Windows 2000 Professional. Perform an over-the-network or CD-ROM installation, create and use a master disk to install Windows 2000 Professional, and perform an unattended installation of Windows 2000 Professional.
2. Install and configure MS Office, anti virus software, and third party software.
3. Identify the various types of Windows 2000 file systems and their components and perform common disk management tasks.
4. Configure NTFS security and configure security for shared folders.
5. Create and administer various types of local user accounts and local group accounts. Administer local group policies and manage local group policy objects.
6. Implement and administer network printing, manage documents, and administer printers.
7. Identify network protocols and services supported by Windows 2000 Server. Configure TCP/IP, DHCP, WINS, and DNS.
8. Implement, manage, and troubleshoot disk devices, display devices, mobile computer hardware, input devices, and output devices.
9. Manage and troubleshoot driver signing.
10. Configure, manage, and troubleshoot Task Scheduler.
11. Manage and troubleshoot the use and synchronization of offline files.
12. Plan and set up an Audit Policy, including account management auditing and privilege use auditing.
13. Update drivers, monitor and configure multiple processing units, and install, configure, and troubleshoot network adapters.
14. Configure Remote Access including using the Network And Dial-Up Connections to launch the Network Connection wizard and configure inbound dial-up connections and outbound connections.
15. Install and use the Windows 2000 Recovery Console.
16. Use the File Signature Verification utility to monitor and troubleshoot driver signing.

**METHODS OF INSTRUCTION:** This course will be completed as an instructor directed self-study using laboratory exercises coinciding with assigned readings and online supplemental study aids.

**METHODS OF EVALUATION:**

Tests (1) = 30%

Quizzes = 30%

Assignments and lab work = 30%

Oral examination = 10%

Grading Scale: A (95), A- (90), B+ (87), B (83), B-(80), C+(77), C (73), C-(70), E-(less than 70)

1. The test will be scheduled with advance notice upon completion of all labs, quizzes, and an oral examination. The test will consist of questions derived from labs, and assigned readings.
2. Quizzes will be given at completion of each chapter lab assignment. Quizzes will consist of questions derived from labs, and assigned readings.
3. Lab exercises will be completed in conjunction with assigned readings. Before leaving the lab, the instructor

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must view your lab assignments. To ensure you receive credit for the lab you must turn in a lab report written as a letter in the professional format provided by the instructor.

4. An oral examination will be conducted upon completion of all assignments. During the examination the student must demonstrate satisfactory knowledge in an area to be determined by the instructor. Quizzes, tests, and the oral examination must be passed with a score of 70 or greater. Examinations may be retaken after a waiting period of at least one day. In all reexaminations the highest achievable score will be 70.

**REQUIRED TEXTS:**

***ALS: Microsoft Windows 2000 Professional textbook and ALS: Microsoft Windows 2000 Professional Lab Manual (Microsoft Press, 2000).***

**SEQUENCE OF INSTRUCTION:**

The following is a tentative schedule based on individual student needs. The instructor reserves the right to make any schedule changes deemed necessary and assign online supplemental activities as necessary. The entire sequence must be completed by the end of the calendar semester. Laboratory access is limited to 12 hours per week for this course.

<b>Assignment</b>	<b>Reading Assignments</b>	<b>Lab Exercises</b>	<b>Examinations</b>
Assignment 1	Introduction to course Chapter 1, Lessons 1-5	Lab 1-2	
Assignment 2	Chapter 2, Lessons 1-4 Chapter 3, Lessons 1-3	Lab 3-4	
Assignment 3	Chapter 4, Lessons 1-6 Chapter 5: Lessons 1-2	Lab 4-5, Install AV, MS Office, & 3 <sup>rd</sup> party s.w.	
Assignment 4	Chapter 6, Lessons 1-2	Lab 6-8	Quiz 1 on Chapters 1-5
Assignment 5	Chapter 7, Lessons 1-4 Chapter 8, Lessons 1-3	Lab 7-10	
Assignment 6	Chapter 9, Lessons 1-3	Lab 11-13	
Assignment 7	Chapter 10, Lessons 1-4 Chapter 11, Lessons 1-2	Lab 14-17	
Assignment 8	Chapter 12, Lessons 1-5 Chapter 13, Lessons 1-5	Lab 18-21	
Assignment 9	Chapter 14, Lessons 1-6	Lab 22-25	
Assignment 10	Chapter 15, Lessons 1-4 Chapter 16, Lessons 1-4	Lab 26-27	Quiz 2 on Chapters 6-15
Assignment 11	Chapter 17, Lessons 1-2	Lab 28-29	
Assignment 12	Chapter 18, Lessons 1-4 Chapter 19, Lessons 1-4	Lab 30	
Assignment 13	Chapter 20, Lessons 1-4 Chapter 21, Lessons 1-3	Lab 31	
Assignment 14	Chapter 22, Lessons 1-5	Lab 32-34	

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Assignment 15	Chapter 23, Lessons 1–5 Chapter 24, Lessons 1–2	Lab 35-36	
Assignment 16	Chapter 25, Lessons 1–4	Lab 37-38	Quiz 3, Chapters 16–25 Oral examination Final examination

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_