

Date Adopted: \_\_\_\_\_

Date Reviewed: Aug 2015

Date Revised: Aug 2015

## **CIS 275      Workstation Administration**

### **I. CIS 275 Workstation Administration – 3 Semester Hours**

#### **II. Course Description**

This course provides a study of client system administration in a network environment. Topics include installing monitoring maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations.

#### **III. Prerequisite**

CIS 161 or equivalent experience

#### **IV. Textbook**

Textbook: Exam 70-680: Windows 7 Configuring with MOAC Labs Online Set

Publisher: Wiley

Author: Microsoft Official Academic Course

#### **V. Course Objectives**

1. Install and configure a workstation operating system.
2. Administer workstation resources.
3. Manage network protocols and services on a workstation.
4. Manage access security for workstations.
5. Backup and restore systems.

#### **VI. Course Outline of Topics**

1. Install and configure a workstation operating system.
  - a. Installing a workstation operating system
  - b. Verifying hardware compatibility
  - c. Performing an attended installation
  - d. Installing over a network
  - e. Automating installation
  - f. Upgrading the operating system
  - g. Updating the operating system
  - h. Configuring workstation hardware and the user environment
    - i. Managing disks
      1. Volume types
      2. File systems
      3. Compression
      4. Encryption
      5. Quotas
    - ii. Managing installed devices
      1. Operating system tools for managing devices
      2. led devices
      3. Device drivers
      4. Installing new hardware through the operating system
    - iii. Managing the user environment
      1. Display settings
      2. Power options
      3. User profiles

- 4. Accessibility options
  - iv. Managing printers
    - 1. Managing print devices
    - 2. Managing documents in the print queue
  - v. Performance
    - 1. Monitoring performance
    - 2. Improving performance
- 2. Administer workstation resources.
  - a. File system security
    - i. Setting file system permissions
    - ii. Auditing use of files and folders
  - b. Shared folder security
    - i. Sharing folders
    - ii. Setting shared folder permissions
    - iii. Monitoring access to shared folders
  - c. Shared devices
- 3. Manage network protocols and services on a workstation.
  - a. Configuring TCP/IP
    - i. IP addresses
    - ii. Subnet masks
    - iii. Troubleshooting TCP/IP
  - b. Other network protocols and client services
  - c. Connecting to a workstation remotely
- 4. Manage access security for workstations.
  - a. Securing IP Communications
    - i. Threats
    - ii. Protective Technologies
  - b. Managing users and groups
    - i. Tools for local user and group account management
    - ii. Creating local user accounts and managing user permissions
    - iii. Creating and managing local group accounts
  - c. Managing workstation security settings
    - i. Security policies
    - ii. Auditing
    - iii. Web browsers
- 5. Backup and restore systems.
  - a. Backing up and restoring a system
  - b. Tools for system recovery
  - c. Backing up and restoring data

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

### **IX. Statement on Discrimination/Harassment**

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

### **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).