Nashville State Community College
School of Science, Technology, Engineering, and Mathematics (STEM)
Computer Information Technology
Master Course Syllabus
CITC 2323 Windows Server II

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course Information:

This course builds upon the basic skills required to install, configure, support, and troubleshoot the various Microsoft Windows Server networking components and services, including DNS, DHCP, and other services found in the server network operating system.

Course Title: CITC-2323, Windows Server II
Credits: 3
Class Hours: 2 Class, 2 Lab

Course Description:
This course builds upon the basic skills required to install, support, and troubleshoot the various Microsoft Windows Server networking components and services, including DNS, DHCP, and other services found in the server network operating system.
Prerequisite(s): CITC2320, Windows Server I

Instructor Information:
Name:
Office:
Phone:
Email:
Office Hours:

Required Textbook(s) & Materials:
Online Access to: *TestOut Server Pro 2016: Networking* course. See www.TestOut.com
ISBN: 978-1-935080-67-1

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-3533721, 615-353-3741, or accesscenter@nscc.edu

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for

these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Course Outcomes:

Upon successful completion of this course, students should be able to:
- Install, configure, maintain, and troubleshoot components of a Microsoft Windows Server network
- Deploy, manage, and maintain Windows services and components, including IP addressing, DHCP, DNS, and Remote Access

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:
- Master IPv4 and IPv6 configuration and connectivity
- Install DNS and configure primary and secondary DNS zones
- Create an Active Directory integrated zones
- Create DNS records
- Deploy and troubleshoot DHCP server and services
- Set up and configure IP Address Management (IPAM)
- Configure routing with IPv4 and IPv6 addressing
- Install and configure remote access connectivity using Direct Access

Topics to Be Covered:

Topics covered are listed in the course description in the addition to the partial list of areas as follows:
- IPv4 and IPv6 Addressing Implementation and Management
- DNS Servers Installation and Configuration of DNS Zones and Records
- Distributed Files System and Branch Office Solutions Implementation
- Implementing DHCP services
- Network Policy Server
- Direct Access
- Software Defined Networking

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- Chapter labs – 30%
- Chapter tests – 30%
- Midterm Exam – 20%
- Final Exam – 20%

Grading Policy: Requirements to pass the course:
- *Take Final exam*
- *Meet all attendance requirements*
- *Obtain a passing grade average of at least 60%*

Grading Scale:

Letter Grade	Percentage Range
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Less than 60

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Students will have a week from the start date and until the due date to post their assignments, labs, and presentations. After the due date students will have a three-day grace period until the end date. Labs and assignments posted during the grace period will incur a 20 percent penalty. There will be no submissions of homework assignments and labs after the end date. Tests(quizzes/exams) and the Skills Test will be scheduled for a day and must be taken on the date these tests will be scheduled.

Attendance Policy

General Policy

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nscc.edu.
- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - o *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - o *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Tardiness may also affect students' final grades. Late arrivals in class should not exceed fifteen (15) minutes.

Students must notify instructor of any absences associated with excusable medical, family, and logistical extenuating circumstances and submit documentation and/or an explanation in relation to a lecture missed.

Doctor's visits should also be forwarded via email or in person before the anticipated absence from class. Students who know beforehand that they will not be able to attend a lecture, must send a note to that effect to the instructor. See instructor's email address in the Instructor Information section.

Overall number of unexcused absences should not exceed five (5) meetings. Fifth absence entails a warning, while the sixth absence will lead to a Failure for Attendance Reasons (FA) grade.

FA Grade:
According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, look for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN Grade:
An FN is awarded to students who never attended class.

W Grade:
The last day to withdraw from a course with a W can be looked up in the semester academic calendar.

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: https://www.nscc.edu/current-students/student-online-resources/access-to-internet-andtechnology.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus. You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from

course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: https://www.nscc.edu/current-students/on-campus-resources/learning-center-andtutoring
- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: https://www.nscc.edu/current-students/student-online-resources
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: https://www.nscc.edu/currentstudents/on-campus-resources/student-support-services

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need**.**

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.