

# **Microsoft Technology Associate Fall 2019**

*Credit Hours: 3 Days M-F*

Time: AM 8:25-10:20

Course Title: Computer Networking Software/ MTA

Course Number: ITN 101,111,130

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## **Textbook: Microsoft Networking Fundamentals/Windows Server Administration**

### **Course Objectives**

This course maps fully to MTA certification objectives. The course is designed to be a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer networking hardware and windows server maintenance.

### **Specific modules to be covered includes:**

#### First Nine Weeks

- Understanding Local Area Networking
- Define Networks with the OSI model
- Understanding Wired and Wireless Networks
- Understanding Internet Protocol
- Implementing TCP/IP in the Command Line
- Working with Networking Services
- Understanding WANS
- Defining Network Infrastructures and Network Security

#### Second Nine Weeks

- Server Overview
- Managing Windows Server
- Managing Storage
- Monitoring and Troubleshooting Servers
- Essential Services
- File and Print Services
- Popular Windows Network Services and Applications

## Course Requirements:

### *All Students Must:*

- Do regular homework assignments when not completed in class.
- Take Chapter quizzes and unit exams on dates scheduled
- Complete group projects when required
- Complete all lab assignments in the time given

### **Attendance Policy:**

Please see the instructor regarding absences or class conflicts. Attendance at all examinations on the assigned date is mandatory. Anyone missing a test with an unexcused absence will receive a grade of zero on the test. The instructor must be notified prior to the test for an excuse to be granted in order to arrange for an alternate exam and date.

Attendance is necessary in order to successfully meet the objectives of this course. Students are reminded that all businesses operate according to deadlines and timelines. This course will follow that model, thus students are required to hand-in assignments on or before the due date and be present for exams.

### **Grading**

Test	200
Quizzes from instructor	100
Assignments (Worksheets, Lab work)	75
Employability	150
Weekly Reflection	75
Projects	100

### ***Test for each section***

After each section students will be test on knowledge

### ***Quizzes from Instructor***

Instructor will give quizzes for a grade to evaluate the learning process for the day before.

### ***Assignments (Worksheets, Lab work)***

Daily assignments will be given to students to stimulate the learning process. Lab work should be completed and presented to instructor for a grade.

## *Employability*

### **Areas that are included in Employability**

- 1. Uses time wisely**
  - a. stays on task, doesn't waste time, prioritizes effectively**
- 2. Attends regularly**
  - a. unexcused absence=0, Tardy=1**
- 3. Follows instructions**
  - a. follows safety rules, classroom rules, obeys teacher and classroom procedure**
- 4. Appropriate energy level/production**
  - a. no sleeping, energetic, performs task readily**
- 5. Proper conduct/ attitude**
  - a. uses manners/ polite, positive attitude**
- 6. Avoids disturbing others**
  - a. works quietly, avoids distraction others, includes noises or distracting actions**
- 7. Communicates Well**
  - a. talks at appropriate times, communicates clearly, listens well**
- 8. Works well with others**
  - a. Solves disagreement well , able to set aside personal differences during class**
- 9. Takes care of equipment/ classroom clean up**
  - a. throws away trash, leaves area as found, report damage, breakage**
- 10. Completes assignments/ hands work in on time**
  - a. Completes all work or at least makes a good attempt**

### *Weekly Reflection*

Every Friday students are required to submit a weekly reflection what was learned throughout the week.

### *Class Projects*

Each six weeks students will have an individual or group project that needs to be done.

### **Grading Scale**

A	100-90
B	89-80
C	79-70
D	69-65
F	64-0

Grading scale is the same scale provided by Campbell County Schools

## CVCC Schedule

### **Fall Semester:**

First day of Semester: 8.18.19  
Last day of Semester: 12.10.19  
Add/Drop: 9.6.19  
Withdraw: 10.26.19

### **Spring Semester:**

First day of Semester: 1.2.20  
Last day of Semester: 5.14.20  
Add/Drop: 1.30.20  
Withdraw: 3.19.20  
ADA Clause

It is CVCC's policy to provide reasonable accommodations to qualified students with documented disabilities. Our goal is to help students succeed in this course. If you have a documented physical, mental, or learning disability and you need a reasonable accommodation to help you achieve success, please contact Student Support Services, in the Counseling Center, Room 2119, phone (434) 832-7802 or (434) 832-7299 or email [ADA@cvcc.vccs.edu](mailto:ADA@cvcc.vccs.edu). To best provide the accommodation you need, make this request as soon as possible, since accommodations cannot be made to change a grade you have received for course work already completed. For further information, please link to the following website.

<http://www.cvcc.vccs.edu/Student%20Services/Disabilities/default.asp>

## **HONOR STATEMENT IN COLLEGE CATALOG ON PAGE 144 (Online on CVCC's home page @ CVCC.VCCS.EDU)**

1. Upon admission to the College, the following statement shall be accepted and signed by all students:

The Honor Code is based on the principle that the student will not cheat, lie or steal. An application for admission to CVCC implies that a student, if admitted, will read the Honor Code in the Catalog/ Handbook, will uphold the honor of the College by observing the Code, and will report any violation witnessed.

2. The Honor Pledge shall read "I have neither given nor received unauthorized assistance on this assignment (paper, quiz, test, etc.). Neither have I observed cheating."

*Indicate your acceptance of this responsibility by signing your name below.*

*Signature* \_\_\_\_\_

3. Reports of suspected Honor Code violations and requests for investigation are available from the Office of the Dean of Student Services. The form shall read as follows: *Report of Suspected Student Academic Misconduct.*