



**Division: Computer Science Information Technology**

**Course name: CS913 Apple Administration**

**Section: 0712 / Semester Fall 2013**

**Instructor Name: Bill Williams**

**School Website: [www.wlac.edu](http://www.wlac.edu)**

**Class Hours: Saturday**

**Address: 9000 Overland Ave., Culver City, CA 90230**

**1:00 p.m. – 4:15 p.m.**

**Office Hours: Monday / Saturday**

**Instructor E-mail: [Williab@wla.edu](mailto:Williab@wla.edu)**

**Immediately following class**

### **Welcome to Apple Administration**

This semester, you will work to develop your system administration, installation, configuration and troubleshooting skill sets. You will also learn and practice the fundamentals of account management and system security. The goal is for you to be able to install, configure and maintain a Mac OS X system and network infrastructure. The skills you learn here will help you succeed in Mac OS X system administration and management. You will gain an understanding of the IOS operating system for iPADS.

### **Course Description**

This course is designed to provide a comprehensive curriculum covering Apple products and technologies. The course includes the use of Apple-developed diagnostic tools to help diagnose and prevent problems on Apple hardware running Mac OS X. The course will also cover the Mac OS X operating system, Apple architecture, and system components. The course will also include setup, configuration, customization and troubleshooting on the Apple iPad and associated hardware. The foundation provided with the course provides students with the information needed to implement, configure, manage and maintain a computer system running Mac OS X and IOS operating systems. The course will also provide the background needed to become an Apple Certified Support Professional.

### **Course Pre-requisites and Advisories**

Suggestion, Students should completed CS934, CS965 and CS992 before taking this class

### **Required Text:**

OS X Support Essentials

Supporting and Troubleshooting OS X Mountain Lion

Kevin M. White and Gordon Davisson

(ISBN- 9780133156041).

## Student Learning Outcomes (SLOs):

At end of the course, the successful student will be able to install and configure Mac OS X operating systems, manage system resources, configure security settings, and install applications. The student will also be able to use system tools and utilities to perform administrative and troubleshooting tasks.

## Required Materials:

- 8GB USB flash drive

## Student Responsibilities

- Participation
- Projects
- Group discussion
- Exams
- Lab exercises

## Course Resources

- Study groups
- Instructor assistance during office hours on Saturdays at 4:15 in CE103

## Attendance and Tardy Policy

Students are expected to attend all classes, for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

- Late work will be accepted with permission and points 10 points will be deducted
- Missed exams can be made up if prior notice is given. 15 points will be deducted.

## Grading

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
<b>Class Labs</b>	<b>11</b>	<b>20</b>	<b>220</b>	<b>10%</b>
<b>Class Project</b>	<b>1</b>	<b>100</b>	<b>100</b>	<b>20</b>
<b>Class Participation</b>	<b>1</b>	<b>25</b>	<b>25</b>	<b>10%</b>
<b>Exams</b>				
<b>Quarter</b>	<b>1</b>	<b>100</b>	<b>100</b>	<b>20</b>
<b>Mid-Term</b>	<b>1</b>	<b>100</b>	<b>100</b>	<b>20</b>
<b>Final</b>	<b>1</b>	<b>100</b>	<b>100</b>	<b>20</b>
<b>Grand Total</b>	<b>34</b>	<b>-</b>	<b>645</b>	<b>100%</b>
80% - 100% = <b>A</b>	70 - 79% = <b>B</b>	60 - 69% = <b>C</b>	59 - 50% = <b>D</b>	49% and below = <b>F</b>

## Course Schedule and Syllabus Change Policy

**Syllabus Change Policy** – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

Chapter/Module	Review Questions Assignment Due	Exam Due
Syllabus Review Introductions <b>Installation and Configuration</b> About Mountain Lion Preparing system drive Upgrade or Install OS	Aug 31	
<b>Installation and Configuration</b> Configuring System Settings Mountain Lion Recovery Configuring System Settings Install Software and updates	Sept 7	
<b>User Accounts</b> User Account Management Parental Controls Managing Home Folders Home Folder Contents Managing User switching Account Security	Sept 14	
<b>User Accounts</b> Fast User switching Keychain management Resetting Passwords Understanding File Systems	Sept 21	
<b>Virtualization Project</b> Install VMware Fusion Create Mac VM Create and install Unix VM Install Mac OS Mountain Lion Install Applications	Sept 28	Class Project

<b>File Systems</b> File System Components File Systems and Storage Managing File Systems Erase and Partition a Disk Securely Erase Disk Data Encrypt a Volume User File Vault 2	Oct 5	Exam 1 (Lecture, Lesson 1 - 9)
<b>File systems (continued)</b> <b>iPAD Administration</b> System Reset iCloud usage Data transfer	Oct 12	
<b>Data Management</b> Hidden Items Bundles and Packages OS X File Structure Managing Font Resources Understanding File System Metadata	Oct 19	
Data Management (continued) Using Spotlight Zip Archives and Disk Images Managing Time Architecture Enable and Configure Time Machine	Oct 26	
<b>Application and Processes</b> Removing Applications Use the Mac Store Installing and Updating Applications Store Documents in iCloud Use Auto Save, Versions and Resume	Nov 2	
<b>Network Configuration</b> Network Concepts Basic Network Configuration Configure Network Locations Advance Wi-Fi Configuration	Nov 9	Exam 2 (Lesson 10 - 18)

General Network troubleshooting		
<b>Network Services</b> Host Sharing and Personal Firewall Screen Sharing AirDrop File Exchange	Nov 16	
<b>Peripherals and Printing</b> Peripherals and Drivers Using Bluetooth Peripherals Troubleshooting Peripherals Understanding Printing, Scanning and Faxing	Nov 23	
	Nov 30	No Class; School is closed for the week.
<b>System Startup</b> Understanding Startup Sequence Sleep Modes, Examine System Startup System Initialization Troubleshooting	Dec 7	
<b>Final Exam</b>	<b>Dec 14</b>	<b>Final Exam (Lesson 1 - 30)</b>

### College Policies:

#### College closed on

Fall Break: November 28 - December 1

#### Cell Phones and Laptops

Cell phones must be on vibrate, as a courtesy to your classmates and your professor. It is not acceptable to take phone calls or text in class. . If you have to answer an emergency phone call, please step out of the classroom. You may take notes in class on your laptop, but do not let that be a distraction to participating in class.

### **Electronic Mail**

E-mail is the official method of communicating with you. Every WLAC student has an e-mail address. Check your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), and click on the Student Email button. To log in use your student ID # and your birthday and month. Your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) email can be forwarded to any other personal email account.

### **Disabled Student Services**

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in HLRC 121 at (310) 287-4450. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me. Tape recording of lectures and discussions will not be permitted without my consent.

### **Dropping the course**

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so at the Admissions and Business Offices and keep your receipt. Pay attention to drop dates in the Schedule of Classes. The last day to drop this class with no fee owed is September 6,2013. The last day to drop with a "W" is November 15, 2013.

### **Academic Integrity**

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

#### **Forms of Behavior which Violate Academic Integrity**

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another

student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.

- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

### **Standards of Student Conduct**

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Spring 2012 Schedule of Classes pages 117-118.)

- **Warning**—A verbal or written notice, given to the student by the instructor.
- **Removal by the Instructor**—An instructor may remove a student from class for the day of the incident and the next class meeting. During the period of removal, the student shall not return to the class from which he or she was removed without the permission of the Vice President of Student Services.

### **Classroom and Campus Cleanliness**

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

### **Electronic Mail**

Electronic mail is the official method of communication for delivery of college information. Please check your Student.LACCD@Edu account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), click on the Student Email button. To log in use your student ID# and your birthday and month. Your Student.LACCD@EDU email can be forwarded to any other personal email account.

### **System Responsibility**

To protect the college and IT department from cyber attacks, students can't make any configuration changes on the computer unless instructed by the instructor, violation of this class rule will result in being excluded from the class.

### **Instructional Support and Monitoring**

- Monitor your academic progress online at [www.wlac.edu](http://www.wlac.edu) click “Counseling, Assessment and Orientation,” then on the DegreeWorks icon, or visit the Counseling Office.
- For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.

### Student Acknowledgement

- Some faculty has used a “Student Acknowledgement” sheet such as the one below as a means to check students’ understanding of the material on the course syllabus. The sheet can be placed at the end of the syllabus and removed by students after they have signed the form. The sheet can also be given as a handout.
- Another way to check understanding is to give a quiz on syllabus material at the beginning of the second class period

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### Student Acknowledgment

(Please return this sheet to the instructor)

“I \_\_\_\_\_, have completely read this syllabus and understand and agree to the course requirements.”

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, ect.

Special needs or circumstances:

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