



## Basic Course Information

Semester:	<b>Summer 2024</b>	Instructor Name:	<b>Zambrano, William</b>
Course # and Title:	<b>CIS 160: Computer Hardware and Software</b>	Email:	<b>William.zambrano@imperial.edu</b>
CRN #:	<b>30175</b>	Webpage (optional):	
Classroom:	<b>901</b>	Office #:	<b>901, Email, or Zoom</b>
Class Dates:	<b>Jun 17, 2024 - Jul 25, 2024</b>	Office Hours:	<b>Online (Email/Zoom)</b>
Class Days:	<b>MTWR</b>	Office Phone #:	<b>Use Email</b>
Class Times:	<b>10:00 am - 12:15 pm</b>	Emergency Contact:	<b>Department Secretary 760-355-6361</b>
Units:	<b>4</b>	Class Format:	<b>Hybrid: In-Class (face to face)</b>

## Course Description

The Cisco IT Essentials course is a comprehensive training program that provides students with the essential knowledge and skills required to enter the field of information technology. The course covers a wide range of topics, including computer hardware, software, networking, and security. Through a combination of theoretical learning and hands-on practical exercises, students will gain a deep understanding of computer systems, troubleshooting techniques, and best practices in IT.

The course begins with an introduction to computer hardware, where students learn about the components of a computer system, their functions, and how to assemble and disassemble hardware components. They will also explore software installation and configuration, including operating systems and applications.

Networking concepts are a crucial part of the course, as students delve into network protocols, IP addressing, and subnetting. They will gain practical experience in configuring and troubleshooting basic networks, understanding network security principles and wireless network setup.

The course also focuses on computer and network security, covering topics such as common security threats, implementing security measures, and best practices for data protection. Students will learn how to configure firewalls, implement access controls, and secure wireless networks.

In addition to technical skills, the course emphasizes professionalism and effective communication. Students will learn about ethical considerations in the IT industry, develop teamwork and collaboration skills, and understand the importance of customer service.

Throughout the course, students will engage in hands-on lab activities and simulations to reinforce their learning. They will gain practical experience in troubleshooting common computer and network issues and develop problem-solving skills.

Upon completing the Cisco IT Essentials course, students will have a strong foundation in computer hardware, software, networking, and security. They will be prepared to pursue further studies in IT or enter the workforce with the skills necessary to succeed in various IT roles.



## Course Prerequisite(s) and/or Corequisite(s)

None

## Student Learning Outcomes

1. Identify the components of a computer system: Students will be able to identify and describe the various components of a computer system, including hardware components such as processors, memory, storage devices, and input/output devices.
2. Install and configure computer hardware: Students will learn how to assemble and disassemble computer hardware components, install operating systems, configure BIOS settings, and troubleshoot hardware-related issues.
3. Install and configure software: Students will gain the skills to install and configure software applications, including operating systems, device drivers, and productivity software.
4. Understand networking concepts: Students will develop an understanding of basic networking concepts, including network protocols, IP addressing, subnetting, and network troubleshooting.
5. Implement basic network security: Students will learn about common network security threats and how to implement basic security measures, including configuring firewalls, implementing access controls, and securing wireless networks.
6. Troubleshoot common computer and network issues: Students will acquire troubleshooting skills to identify and resolve common computer and network issues, both hardware and software-related.
7. Demonstrate professionalism and effective communication: Students will develop professional skills, including effective communication, teamwork, and ethical behavior, to work in an IT environment and interact with clients or end-users.
8. Understand the role of IT in society: Students will gain an understanding of the role of information technology in society, including the impact of emerging technologies, ethical considerations, and the importance of continuous learning and professional development.

## Textbooks & Other Resources or Links

Text Book Not Required

## Course Requirements and Instructional Methods

**This course includes weekly deadlines scheduled throughout the semester.**

We will adhere to a weekly schedule that includes many activities, including discussions, assignments, quizzes, and exams.

## Attendance

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the

student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

## **Online Netiquette**

**Grammar:** Use proper grammar and college-level writing in all class interactions.

**Linked Content:** All content linked within the course should be 'safe for work' and appropriate.

**Debate vs. Flaming:** Debates are encouraged within the discussion forums. People are entitled to their opinions and a difference of opinions is welcomed. Debate the point using facts and researched credible content. Do not use offensive language and/or personal attacks toward other students.

**Respect:** Respect one another.

## **Classroom Etiquette**

**Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.

**Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.

**Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.

**Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

## **Academic Honesty**

Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:

plagiarism

copying or attempting to copy from others during an examination or on an assignment;

communicating test information with another person during an examination;

allowing others to do an assignment or a portion of an assignment

use of a commercial term paper service



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## **Institutional Policies**

Standards of Student Conduct: Information can be found here: <https://www.imperial.edu/students/student-affairs/standards-of-student-conduct/>

Links to an external site.

## **Additional Help – Discretionary Section and Language**

Canvas Support: Can be found [online](#) and/or at the Canvas Hotline: (877) 893-9853

Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program

Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

## **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6312 if you feel you need to be evaluated for educational accommodations.

## **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a full-time mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>

The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

## **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at <https://www.imperial.edu/students/student-guides/>

## **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Speak with our library to learn more about information literacy. <https://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/>

## **Late Submissions**



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To complete the course successfully, please strive to meet all deadlines, especially on interactive elements (discussions) of the course. If life events interrupt your class work, I will work with you! Please contact me **as soon as possible** so I can help you stay as current and provide as much support as possible. **Points will be deducted for late work.**

## Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered **academic dishonesty**, or **plagiarism** unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification

## Course Grading Based on Course Objectives

### Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

*\*Grade breakdown subject to change*

## Course Policies

Online attendance is not marked by your physical presence in a classroom, but rather by your **participation and engagement** with the course activities and assignments.

### Guidelines

- This course is designed to take about **10-15 hours per week** (on average).

#### **Please plan to do the following:**

- 1) Set aside time each week to view all module materials and submit required work
- 2) Log in regularly each week to check for announcements, grades, messages, and comments
- 3) Participate in online discussions, and respond thoughtfully to your peers

### Drop Policy

- **During the first week:** Complete your first Discussion to mark your attendance and secure your spot!
- **Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the class.**

## Course Responsibilities

The online version of this course is not self-paced. There are strict weekly deadlines that need to be met. You will be given a list of weekly assignments that you will be responsible for. You can find these under the appropriate weekly heading (i.e. Week 1 Things to Do).

Weeks will always begin on a Monday and end on the following Sunday. Assignments are typically due at 11:59pm. We will be following the Pacific Standard Time zone for this course

## Course Workflow

Every week you will have at least 4 assignments:

**Reading Assignment:** You will have to read a chapter/s from our assigned book every week.

**Discussion Assignment:** Discussion assignments are how we will be interacting with one another in an online environment. There will be weekly question/s posed for you to answer. Your initial response to the question/s will count as your initial posting. Initial postings will always be due on the Thursday of the week.

Your response to a classmate's initial response will count as a reply posting. Every week you will be responsible for an Initial AND Reply posting.

**Test:** You will be tested on the weekly readings and content covered throughout the course. These tests will consist of multiple choice questions.

**Activity Assignment:** You will have an assignment to do each week. This will be an assignment in the form of an activity, essay, project, research paper, etc.

## Contacting the Instructor

Here are a few ways to contact me if you have any questions:

1. **Email me** at [william.zambrano@imperial.edu](mailto:william.zambrano@imperial.edu). Include your name and class as the subject. This is the fastest way to contact me.

## Getting Started with Canvas

We will be using Canvas to conduct this class online. Canvas is an online course management system.

### Logging into Canvas

Go to <https://www.imperial.edu/students/canvas/> and follow the login instructions to log in.

Once logged in, click on the course OR click on 'Courses' on the left menu and click on 'All Courses' to view your courses. Find this course and click on it.

Read the course syllabus.

Read the document under Week 1 entitled "Week 1 Online Things to Do." This outlines exactly what you have to do and by when you have to do it for Week 1.

Become familiar with the course by navigating the system and looking around.



## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

## Anticipated Class Schedule/Calendar

Dates	Topic	Assignments	Due Dates
Week 1	Module 1	Discussion Quiz	TBA
Week 2	Module 2	Discussion Training Exam Project	TBA
Week 3	Module 3	Discussion Training Exam Project	TBA
Week 4	Module 4	Discussion Training Exam Project	TBA
Week 5	Module 5	Discussion Training Exam Project	TBA
Week 6	Module 6	Discussion Training Exam Project	TBA
Week 7	Module 7	Discussion Training Exam Project	TBA
Week 8	Module 8	Discussion Training Exam Project	TBA
Week 9	Module 9	Discussion Training Exam Project	TBA
Week 10	Module 10	Discussion Training Exam Project	TBA



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Week 11	Module 11	Discussion Training Exam Project	TBA
Week 12	Module 12	Discussion Training Exam Project	TBA
Week 13	Module 13	Discussion Training Exam Project	TBA
Week 14	Module 14	Discussion Training Exam Project	TBA
Week 15	Module 15	Discussion Training Exam Project	TBA
Week 16	Module 16	Discussion Training Exam Project	TBA

**\*\*\*Subject to change without prior notice\*\*\***