Basic Course Information

Semester:	**Spring 2026**	Instructor Name:	**Zambrano, William**
Course # and Title:	**CIS 167 System and Network Administration**	Email:	**William.zambrano@imperial.edu**
CRN #:	**20899**	Webpage (optional):	
Classroom:	**901**	Office #:	**901, Email, or Zoom**
Class Dates:	**Apr 20, 2026 Jun 12, 2026**	Office Hours:	**M: 4pm-6pm/TR: 10am&1-2pm, Zoom, and Email.** ***Subject to change.**
Class Days:	**Tuesdays and Thursdays**	Office Phone #:	**Use Email**
Class Times:	**09:40 AM - 11:05 AM**	Emergency Contact:	**Department Secretary 760-355-6361**
Units:	**3**	Class Format:	**In-Person**

Course Description

This course will provide a student with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

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

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and/or attitudes as demonstrated by being able to: Install, deploy, configure, repair, and manage a Windows client project using current industry software, hardware, and standards.

Course Objectives

1. Examine server fundamentals.
2. Identify the hardware components of a server.
3. Describe the features of server software.
4. Examine the various types of storage systems used in servers.
5. Install hardware components on a server.
6. Configure servers.
7. Examine the issues in upgrading server components.
8. Identify some of the industry's best practices for deploying a server and the various strategies of securing, accessing, and remotely managing the server hardware.
9. Troubleshoot servers.
10. Describe disaster recovery concepts and techniques

Textbooks & Other Resources or Links

None 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

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
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.**

Course Grading Based on Course Objectives

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course Policies

Refer to the college catalog for attendance and academic honesty policies.

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.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through *DSPS*, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

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

Week	Activity, Assignment, and/or Topic	Due Dates/Tests
1	Syllabus & Introduction, Weekly Discussion and Assignment.	Weekly Online Submissions
2	Lecture, Weekly Discussion and Assignment.	Weekly Online Submissions
3	Lecture, Hands-On Lab, Weekly Discussion and Assignment.	Weekly Online Submissions
4	Lecture, Hands-On Lab, Weekly Discussion and Assignment.	Weekly Online Submissions
5	Lecture, Hands-On Lab, Weekly Discussion and Assignment.	Weekly Online Submissions
6	Lecture, Hands-On Lab, Weekly Discussion and Assignment.	Weekly Online Submissions
7	Lecture, Hands-On Lab,	Weekly Online Submissions
8	**Final**	Weekly Online Submissions

Subject to change without prior notice