Cisco Hardware & Software CIS 160 course syllabus Spring 2021 20826

Basic Course Information

Semester	Spring 2021	Instructor Name	Gordon Bailey
Course Title & #	Cisco Hardware & Software CIS 160	Email	gordon.bailey@imperial.edu
CRN #	20826	Webpage (optional)	
Room	online	Office	805
Class Dates	Feb 16th thru 11th June 2021	Office Hours	By appointment zoom.
Class Days	TBA	Office Phone #	760-355-6150.
Class Times	TBA	Office contact if student will be out or emergency	Please use Email
Units	4 credit hours (units)		

Course Description

Required language: IT Essentials covers fundamental computer and career skills for entry-level IT jobs. The IT Essentials course includes hands-on labs that provide practical experience to prepare you for enterprise networking. Simulation tools help you hone your troubleshooting skills and practice what you learn.

- Develop working knowledge of how computers and mobile devices operate.
- Identify common security threats and vulnerabilities like malware, phishing, spoofing and social engineering.
- Apply skills and procedures to install, configure, and troubleshoot computers, mobile devices, and software.
- Develop critical thinking and problem solving skills using both real equipment and Cisco Packet Tracer, a network configuration simulation tool.
- Get immediate feedback on your work through built-in quizzes and tests.
- Connect with the global Cisco Networking Academy community.

Semester Hours 4.

Textbooks & Other Resources or Links

Required Information—discretionary language
Cisco Press. IT Essentials Course Booklet, Version 6
- ISBN-10: 1-58713-356-3
- ISBN-13: 978-1-58713-356-5

. Cisco Simulation Software. Packet Tracer V. 7.0

Course Requirements and Instructional Methods

Required Information—discretionary language
Discussion

Group Activity

Individual Assistance

Lab Activity

Lecture

Simulation/Case Study

Audio Visual

Demonstration

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

Course Grading Based on Course Objectives

Required Information—discretionary language

Grading: Chapter Exams........... .... 40%

Lab Assignments and projects 10%

Skills Based Assessment.........……… 25%

Final ....…… 25%

The grading scale is: 90 to 100% = A   70 to 79% = C
80 to 89% = B   60 to 69% = D

Interaction with the instructor and other students is an integral part of the learning process. However, you must personally use the keyboard and mouse in completing the assignments. All work submitted for grading must be your own. Cheating will result in an 'F' for the assignment or an 'F' for the course. Ethical conduct is an absolute requirement in the IT profession.

Attendance

Required language
- 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.

Classroom Etiquette

Required Information --Discretionary language
This is where an instructor explains his/her policy on these matters. Here is some suggested language:

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider:** specifics for your class/program
- 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

Required Language
- 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 portion of an assignment
  - use of a commercial term paper service

Additional Help – Discretionary Section and Language
The instructor can add the information pertinent to his or her class here. Some suggested language:

- Blackboard support center: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543
- 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)
Required Language: 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

Required Language: Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime 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

Required Language: 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 http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Required Language: Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/

Anticipated Class Schedule / Calendar

Week 1	Chapter 1: Introduction to the Personal Computer
Week 2	Chapter 2: Introduction to Lab Procedures and Tool Use
Week 3	Chapter 3: Computer Assembly
Week 4	Chapter 4: Overview of Preventive Maintenance
Week 5	Chapter 5: Windows® Installation
Week 6	Chapter 6: Windows Configuration and Management
Week 7	Chapter 7: Networking Concepts
Week 8	Chapter 8: Applied Networking
Week 9	Chapter 9: Laptops and Mobile Devices
Week 10	Chapter 10: Mobile, Linux, and OS X Operating Systems
Week 11	Chapter 11: Printers
Week 12	Chapter 12: Security
Week 13	Chapter 13: The IT Professional
Week 14	Chapter 14: Advanced Troubleshooting
Week 15	**Course Summary, prep for Final & Skills Assessment**
Week of June 8th , final	