

CIS 160, Cisco IT Essentials: PC Hardware and Software

Fall 2012, 4 semester units

10716

Instructor: Gordon Bailey

Office: 805 (by appt.)

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Text : **Optional, the course text is entirely online**

IT Essentials: PC Hardware and Software Companion Guide, Fourth Edition

ISBN-10: 1-58713-262-1

Course Description: The Cisco IT Essentials: PC Hardware and Software class is designed to prepare students to service and maintain modern personal computers and peripherals. Basic networking concepts and functions will also be covered. Students will become adept at troubleshooting and diagnosing problems, as well as performing routine maintenance on PCs. Students will learn to install and replace the major hardware components of the system, maintain and repair those components, as well as build complete systems. Students will also install, configure and troubleshoot various operating systems, including DOS and Windows. Various peripherals, such as printers/scanners, as well as portable devices will also be examined. This course emphasizes practical application of theories covered. Hands-on activities, lecture, and student reading/homework provide the platform for learning. Each student will be provided the resources needed to prepare for the CompTIA A+ certification exam.

How the class works: Relevant PC topics will be discussed during the lecture class and hands-on exercises will be assigned for the lab session. Homework and periodic quizzes will be based on the Cisco site course work, lectures, and videos. Some of the practical assignments may use a simulator program. There is a safety exam that everyone must pass with a 100% score. There will be 1 mid-term exam and 1 final exam, in addition there will be a quiz for each of the 16 chapters.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- practice safe work habits
- identify types of computer hardware and software and explain their function
- install and configure an operating system
- install expansion cards and peripherals
- Troubleshoot hardware and software problems

Grading:	Attendance and participation.....	10%
	Assignments and projects	20%
	Chapter Quiz's	20%
	Chapters 1-10 Final	25%
	Chapters 11-16 Final	25%

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

To receive full credit, work must be turned in on time, at the beginning of class. **No credit** will be allowed for late work. Tests must be taken on-time (or early); there are no make-up tests. If an emergency prevents you from attending class, it is your responsibility to obtain notes and work assignments from a classmate and study them for understanding. If class notes and the text do not provide sufficient explanation, please call or see the instructor..

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 computer support and repair.

Need for Assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with DSP&S support staff and counselors. "Any student with a documented disability who may need educational accommodations should notify the instructor and/ the Disabled Students Programs and Services (DSP&S) office as soon as possible:

DSP&S
Room 2117 (Health Sciences Building)
760-355-6312 "

Class attendance, tardy, student conduct, and withdrawal policy follows the regulations in the IVC catalog. You may be dropped if your absences exceed the number of days a class meets per week. Three tardies equal one absence. Early departure is unacceptable and will be counted as an absence. If your plans change and you decide not to continue in this class, please drop yourself through WebStar; do not automatically assume the instructor will do this for you.

I recommend that you retain all of the class work that I return to you during the semester until after you receive your final grade.

The above schedule and procedures are subject to change in the event of extenuating circumstances (including meetings and seminar obligations).

Rev 08/20/2012

CIS 162, Cisco CCNA Discovery 1

Fall 2012, 4 semester units

10719

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email: gordon.bailey@imperial.edu

Text: Optional, the course text is entirely online

Networking for Home and Small Businesses

CCNA Discovery Learning Guide

Allan Reid • Jim Lorenz

ISBN-13: 978-1-58713-209-4

Course Description:

CCNA Discovery provides general networking theory and the basics of routing, switching, and advanced technologies using a spiral approach, where concepts are presented in the context of the types of practical networks students may encounter; from home and small offices, to more complex enterprise models.

How the class works: Relevant PC and networking topics will be discussed during the lecture class and hands-on exercises will be assigned for the lab session. Homework and periodic quizzes will be based on the Cisco site course work, lectures, and videos. Some of the practical assignments may use a simulator program (Packet Tracer). There is a safety exam that everyone must pass with a 100% score. There will be 1 mid-term exam and 1 final exam; in addition there will be a quiz for each of the 10 chapters.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

Use a small office or home office (SOHO) network to describe basic networking concepts such as cabling, network IPv4 addressing, wireless, and security.

Students will be able to plan, deploy, and troubleshoot a SOHO network

Practice safe work habits

Troubleshoot SOHO hardware and software problems

Grading:	Attendance and participation.....	10%
	Lab Assignments and projects	20%
	Chapter Quiz's	20%
	Mid-Term.....	25%
	Final	25%

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

To receive full credit, work must be turned in on time, at the beginning of class. **No credit** will be allowed for late work. Tests must be taken on-time (or early); there are no make-up tests. If an emergency prevents you from attending class, it is your responsibility to obtain notes and work assignments from a classmate and study them for understanding. If class notes

and the text do not provide sufficient explanation, please call or see the instructor..

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.

Need for Assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with DSP&S support staff and counselors. "Any student with a documented disability who may need educational accommodations should notify the instructor and/ the Disabled Students Programs and Services (DSP&S) office as soon as possible:

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