Course Syllabus

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Course: IT Essentials - CNIT R101

CRN: 30756

Meets: Online – 4 hours per week and homework, 3-unit class

Instructor's Email: AWolfkiel@vcccd.edu

The curriculum for this course is called IT Essentials and is provided online by the Cisco Network Academy at no charge to students. There is no hard copy book required for this course. Since you are taking an online course, it is assumed that you will have access to the Internet and be able to access to the online curriculum. If you prefer a hardcopy book to reading on-line content, The Cisco Netacad IT Essentials Course Booklet, Version 6, CiscoPress ISBN-10: 1587133563, can be purchased at major on-line book stores (**https://www.google.com/shopping/product/2319222083338430078 (https://www.google.com/shopping/product/2319222083338430078)**). The optional lab manual (will be used for only a few labs) is also available, CiscoPress ISBN-10: 1587133547, (**https://www.google.com/shopping/product/18132306551623613021 (https://www.google.com/shopping/product/18132306551623613021)**). Every student in the course will receive a Cisco Network Academy student account which will give you access to the IT Essentials curriculum and access to the chapter exams. Your account will be set up during the mandatory orientation.

You will need Microsoft Word to access the homework and complete the homework assignments in this course. If you do not have a copy of Microsoft Word, you can use free software download **Libre Office (https://www.libreoffice.org/download/libreoffice-fresh/)** or **Open Office** **(http://www.openoffice.org/)** at **www.libreoffice.org** **(https://www.libreoffice.org/download/libreoffice-fresh/) (https://www.libreoffice.org/%E2%80%8E)** and **www.openoffice.org** **(http://www.openoffice.org/)** respectively. Alternatively, you can use **Google Docs** **(http://docs.google.com/)** at **docs.google.com (http://docs.google.com/)** or Microsoft **Office 365** **(http://products.office.com/en-us/student)** (free for students) at **http://www.vcccd.edu/departments/information-technology/office-365-student-licensing** **(http://www.vcccd.edu/departments/information-technology/office-365-student-licensing)** . In this course, you will learn the fundamentals of the personal computer, operating systems, networks, security, mobile devices, and customer service skills. This is an entry-level course but even the more advanced students will benefit from this course by getting an overall IT refresher. This fundamentals course will lay the foundation for you to be successful in other courses and certifications such as CompTIA A+, Network+, Security+, and Cisco CCNA. The most important resources for this course are the online curriculum and exams at **http://www.netacad.com** **(http://cisco.netacad.net/)** . This is where you will read the curriculum, take online assessments, receive and upload homework assignments, and receive updates from the instructor.

It takes a special kind of student to excel in an online course because you have to be very self-disciplined to provide the structure that is necessary for you to stay connected to the course and complete all of the work that is required every week during the semester without having a physical classroom. The two biggest reasons why students don't succeed in an online course is because they have difficulty with the online tools necessary to complete the work or they fall behind and plan to catch up but ultimately never do and are forced to drop the course or receive a failing grade.

Important Information to Succeed in the Course

- All homework and chapter exams for the week are due by Sunday at 11:59pm. You will receive a zero grade for homework submitted late and will not be able to take the end of chapter exam after the due date. **This is the policy to encourage you to not fall behind and to stay connected to the course on a weekly basis; you will need to make this weekly commitment to be successful in this course. Taking this course is something you want to do to learn this material, not something you have to do.**

- Please don't wait to the last minute to complete your work, any issues related to the Internet could make you miss the deadline to submit your work for the week. I have seen this issue every semester for students who waited to the last minute and encountered an unexpected issues.

- You can read ahead in the curriculum all you want, but the homework and end of chapter exam will not be enabled until the Saturday two weeks before it is due.

- As you read the IT Essentials curriculum online, you will notice that there are links to labs and activities, however because this is a strictly online course it will be impractical for me to require you to complete all of the labs/activities in the curriculum because the majority of you won't have the correct lab setup at home to perform this work. This class is an introductory course and does not go into the same depth as our in-person CNIT R142 A+ course. There will be one assignment per week from the chapter that will be collected via Netacad. There will be some labs using simulation software provided by Cisco where you will build a virtual PC and virtual laptop.

- I check my email daily so if you are having any issues or need any information please be sure to write me an email right away so I can get the response to you and you can continue your online work. **Please do not email me within the Netacad system, instead email me directly at AWolfkiel@vcccd.edu (mailto:AWolfkiel@vcccd.edu) .**

Office Hours

There are no instructor office hours for this course, however, the CNIT Full Time Faculty member, Alex Lynch, has volunteered to provide assistance to IT Essentials during his office hours. His office hours are Tuesday, Wednesday, & Thursday from 3:30pm to 6pm in classroom OE-4. Students need to arrive during the early part of office hours because Alex has a class that starts at 6pm.

Grading

Homework Assignment *   40%

Chapter & Checkpoint Exams 30%

Final Exam   30%

Total   100%

* Students who do not submit or do not score a minimum 30% for three (3) homework assignments will be dropped from the course.

Extra Credit

This course will offer extra credit. Up to 20 extra points towards the Homework Assignment score may be earned by attending an Information Technology related in-person meeting. I will post opportunities for meetings I am aware of in the Discussion area. If you learn of one a different meeting opportunity, please contact me via email to confirm it will be eligible. In order to receive credit, you must submit a one to three page double-spaced paper in MS-Word format (.doc/.docx) that describes the topic of the talk, who the speaker was, what the speaker's experience and credentials were, what you learned from the talk, and what job opportunities are available in the topic of discussion.

Course Student Learning Outcomes

There are many learning outcomes for this course but only three of them will be reported back to the Learning Outcomes Team Committee on campus which is a participatory governance subcommittee of the Academic Senate.

- SLO #1: Students will be able to identify the main components of a personal computer including the CPU, RAM, hard drive, network interface card, CMOS, and specific expansion slots.
- SLO #2: Students will demonstrate the ability to build a functional PC using a simulator, steps include installing the motherboard onto the case, adding the power supply, and installing all of the components onto the motherboard that are necessary to create a functional PC that can be connected to a network.
- SLO #3: Students will demonstrate the proper use of TCP/IP utilities to list IP address, subnet mask, gateway, DNS as well as the commands necessary to check for network connectivity between host devices.

Please contact the instructor promptly if any issues arise during the semester, small issues tend to become big issues if they are not acted on right away.

~~Instructor reserves the right to make changes to the syllabus during the semester~~

Please retain this syllabus in your personal files when the course is completed. Many universities are now requiring a copy of the course syllabus to determine transfer-ability of a course. Oxnard College does not keep syllabi from previous semesters.

Course Summary:

Date	Details	
Sat Aug 18, 2018	📅 **Mandatory Orientation** (https://1271331.netacad.com/calendar?event_id=205003&include_contexts=course_701105)	10am to 10pm
Sat Aug 25, 2018	📝 **Assignment 0 - Introduction** (https://1271331.netacad.com/courses/701105/assignments/13819652)	due by 11:59pm
Sun Aug 26, 2018	📝 **Assignment 0.1 - Practice Labs - Orientation Lab** (https://1271331.netacad.com/courses/701105/assignments/13833206)	due by 11:59pm
	📝 **Assignment 0.2 - Practice Labs - Orientation Lab - Upload Report** (https://1271331.netacad.com/courses/701105/assignments/13874141)	due by 11:59pm
Fri Aug 31, 2018	📅 **Last Day to Add Class** (https://1271331.netacad.com/calendar?event_id=205004&include_contexts=course_701105)	12am
	📅 **Last Day to Drop with a Refund** (https://1271331.netacad.com/calendar?event_id=205005&include_contexts=course_701105)	12am
Sun Sep 2, 2018	📝 **Assignment 1 - PC Research** (https://1271331.netacad.com/courses/701105/assignments/13819658)	due by 11:59pm
	📝 **Assignment 1.1 - Practice Labs - Retrieving System Information** (https://1271331.netacad.com/courses/701105/assignments/13858339)	due by 11:59pm
	📝 **Assignment 1.2 - Practice Labs - Retrieving System Information** (https://1271331.netacad.com/courses/701105/assignments/13924052)	due by 11:59pm
	📝 **Chapter 1 Exam** (https://1271331.netacad.com/courses/701105/assignments/13819610)	due by 11:59pm
Mon Sep 3, 2018	📅 **OCC Holiday** (https://1271331.netacad.com/calendar?event_id=205009&include_contexts=course_701105)	12am
Sun Sep 9, 2018	📅 **Last Day to Drop without a "W"** (https://1271331.netacad.com/calendar?event_id=205006&include_contexts=course_701105)	12am
	📝 **Assignment 2 - PC Repair Safety** (https://1271331.netacad.com/courses/701105/assignments/13819659)	due by 11:59pm
	📝 **Chapter 2 Exam** (https://1271331.netacad.com/courses/701105/assignments/13819611)	due by 11:59pm
Mon Sep 10, 2018	📅 **Census Date** (https://1271331.netacad.com/calendar?event_id=205008&include_contexts=course_701105)	12am

Date	Details	
Sun Sep 16, 2018	Assignment 3 - Virtual PC (https://1271331.netacad.com/courses/701105/assignments/13819660)	due by 11:59pm
	Chapter 3 Exam (https://1271331.netacad.com/courses/701105/assignments/13819612)	due by 11:59pm
Sun Sep 23, 2018	Assignment 4 - Preventive Maintenance (https://1271331.netacad.com/courses/701105/assignments/13819661)	due by 11:59pm
	Chapter 4 Exam (https://1271331.netacad.com/courses/701105/assignments/13819613)	due by 11:59pm
Sun Sep 30, 2018	Assignment 5 - Windows Installation (https://1271331.netacad.com/courses/701105/assignments/13819662)	due by 11:59pm
	Assignment 5.1 - Practice Labs - Installing Windows (https://1271331.netacad.com/courses/701105/assignments/13860215)	due by 11:59pm
	Chapter 5 Exam (https://1271331.netacad.com/courses/701105/assignments/13819614)	due by 11:59pm
Sun Oct 7, 2018	Assignment 6 - Windows Configuration and Management (https://1271331.netacad.com/courses/701105/assignments/13819663)	due by 11:59pm
	Chapter 6 Exam (https://1271331.netacad.com/courses/701105/assignments/13819615)	due by 11:59pm
Sun Oct 14, 2018	Assignment 7 - Networking Concepts (https://1271331.netacad.com/courses/701105/assignments/13819664)	due by 11:59pm
	Chapter 7 Exam (https://1271331.netacad.com/courses/701105/assignments/13819616)	due by 11:59pm
Sun Oct 21, 2018	Assignment 8 - Applied Networking (https://1271331.netacad.com/courses/701105/assignments/13819665)	due by 11:59pm
	Chapter 8 Exam (https://1271331.netacad.com/courses/701105/assignments/13819617)	due by 11:59pm
	Checkpoint Exam (https://1271331.netacad.com/courses/701105/assignments/13819619)	due by 11:59pm
Sun Oct 28, 2018	Assignment 9 - Building a Virtual Laptop (https://1271331.netacad.com/courses/701105/assignments/13819666)	due by 11:59pm
	Chapter 9 Exam (https://1271331.netacad.com/courses/701105/assignments/13819618)	due by 11:59pm

Date	Details	
Sun Nov 4, 2018	Assignment 10 - Mobile Device Worksheet (https://1271331.netacad.com/courses/701105/assignments/13819653)	due by 11:59pm
	Chapter 10 Exam (https://1271331.netacad.com/courses/701105/assignments/13819605)	due by 11:59pm
Sun Nov 11, 2018	Assignment 11 - Printer Research (https://1271331.netacad.com/courses/701105/assignments/13819654)	due by 11:59pm
	Chapter 11 Exam (https://1271331.netacad.com/courses/701105/assignments/13819606)	due by 11:59pm
Mon Nov 12, 2018	OCC Holiday (https://1271331.netacad.com/calendar?event_id=205010&include_contexts=course_701105)	12am
Sun Nov 18, 2018	Assignment 12 - SANS/CIS Critical Security Controls (https://1271331.netacad.com/courses/701105/assignments/13819655)	due by 11:59pm
	Chapter 12 Exam (https://1271331.netacad.com/courses/701105/assignments/13819607)	due by 11:59pm
Thu Nov 22, 2018	OCC Holiday (https://1271331.netacad.com/calendar?event_id=205011&include_contexts=course_701105)	12am
Fri Nov 23, 2018	Last Day to Drop with a "W" (https://1271331.netacad.com/calendar?event_id=205007&include_contexts=course_701105)	12am
	OCC Holiday (https://1271331.netacad.com/calendar?event_id=205012&include_contexts=course_701105)	12am
Sun Dec 2, 2018	Assignment 13 - Forensics and Legal-Ethics (The IT Professional) (https://1271331.netacad.com/courses/701105/assignments/13819656)	due by 11:59pm
	Chapter 13 Exam (https://1271331.netacad.com/courses/701105/assignments/13819608)	due by 11:59pm
Sun Dec 9, 2018	Assignment 14 - Feedback (Advanced Troubleshooting) (https://1271331.netacad.com/courses/701105/assignments/13819657)	due by 11:59pm
	Chapter 14 Exam (https://1271331.netacad.com/courses/701105/assignments/13819609)	due by 11:59pm
Thu Dec 13, 2018	OCC Finals Week (https://1271331.netacad.com/calendar?event_id=205013&include_contexts=course_701105)	12am
	Final Exam (https://1271331.netacad.com/courses/701105/assignments/13819621)	due by 11:59pm

Date	Details	
Fri Dec 14, 2018	📅 **OCC Finals Week** (https://1271331.netacad.com/calendar?event_id=205014&include_contexts=course_701105)	12am
Mon Dec 17, 2018	📅 **OCC Finals Week** (https://1271331.netacad.com/calendar?event_id=205015&include_contexts=course_701105)	12am
Tue Dec 18, 2018	📅 **OCC Finals Week** (https://1271331.netacad.com/calendar?event_id=205016&include_contexts=course_701105)	12am
Wed Dec 19, 2018	📅 **OCC Finals Week** (https://1271331.netacad.com/calendar?event_id=205017&include_contexts=course_701105)	12am
	📝 **Course Feedback** (https://1271331.netacad.com/courses/701105/assignments/13819620)	due by 11:59pm
	📝 **ITE 6.0 A+ Cert Practice Exam 1** (https://1271331.netacad.com/courses/701105/assignments/13819624)	due by 11:59pm
	📝 **ITE 6.0 A+ Cert Practice Exam 2** (https://1271331.netacad.com/courses/701105/assignments/13819625)	due by 11:59pm
	📝 **Practice Final Exam** (https://1271331.netacad.com/courses/701105/assignments/13819627)	due by 11:59pm
	📝 **Extra Credit** (https://1271331.netacad.com/courses/701105/assignments/13819667)	
	📝 **Hands on Skills Exam** (https://1271331.netacad.com/courses/701105/assignments/13819622)	
	📝 **Instructor Use Only Assign Student Pass Status** (https://1271331.netacad.com/courses/701105/assignments/13819623)	
	📝 **ITE 6.0 Pre-Test** (https://1271331.netacad.com/courses/701105/assignments/13819626)	
	📅 **OCC: Census Date** (https://1271331.netacad.com/calendar?event_id=204993&include_contexts=course_701105)	
	📅 **OCC: Finals Week** (https://1271331.netacad.com/calendar?event_id=204983&include_contexts=course_701105)	
	📅 **OCC: Finals Week** (https://1271331.netacad.com/calendar?event_id=205002&include_contexts=course_701105)	
	📅 **OCC: Finals Week** (https://1271331.netacad.com/calendar?event_id=204999&include_contexts=course_701105)	
	📅 **OCC: Finals Week** (https://1271331.netacad.com/calendar?event_id=205001&include_contexts=course_701105)	
	📅 **OCC: Finals Week** (https://1271331.netacad.com/calendar?event_id=205000&include_contexts=course_701105)	
	📅 **OCC: First Day of Instruction** (https://1271331.netacad.com/calendar?	

Date	Details

event_id=204997&include_contexts=course_701105)

OCC: Holiday (https://1271331.netacad.com/calendar?
event_id=204990&include_contexts=course_701105)

OCC: Holiday (https://1271331.netacad.com/calendar?
event_id=204991&include_contexts=course_701105)

OCC: Holiday (https://1271331.netacad.com/calendar?
event_id=204989&include_contexts=course_701105)

OCC: Holiday (https://1271331.netacad.com/calendar?
event_id=204992&include_contexts=course_701105)

OCC: Last Day of Instruction (https://1271331.netacad.com/calendar?
event_id=204998&include_contexts=course_701105)

OCC: Last Day to Add Class (https://1271331.netacad.com/calendar?
event_id=204996&include_contexts=course_701105)

OCC: Last Day to Drop with a "W" (https://1271331.netacad.com/calendar?
event_id=204982&include_contexts=course_701105)

OCC: Last Day to Drop with a Refund (https://1271331.netacad.com/calendar?
event_id=204995&include_contexts=course_701105)

OCC: Last Day to Drop without a "W" (https://1271331.netacad.com/calendar?
event_id=204994&include_contexts=course_701105)

OCC: Spring Break (https://1271331.netacad.com/calendar?
event_id=204988&include_contexts=course_701105)

OCC: Spring Break (https://1271331.netacad.com/calendar?
event_id=204984&include_contexts=course_701105)

OCC: Spring Break (https://1271331.netacad.com/calendar?
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OCC: Spring Break (https://1271331.netacad.com/calendar?
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OCC: Spring Break (https://1271331.netacad.com/calendar?
event_id=204987&include_contexts=course_701105)