

# CIS-37 S2026



## Syllabus CIS37 Ethical Hacking

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### Course Information

Semester & Year: **Spring 2026**

Course ID & Section #: **CIS37-V9925-2026S**

Instructor's name: **Amy Murphy**

Location: **Online** (*course delivery and participation are fully-online, includes regularly-scheduled quizzes, forums, lectures, labs, and exams; synchronous attendance is NOT required*)

Course units: **4**

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### Instructor Contact Information

**Office location:** N/A (Online)

**Office hours:** Online Zoom Sessions - Sun 8pm - 9pm, and by appointment (excluding holidays/breaks); see Canvas **Announcements** for meeting link and information (*\*\*hours are subject to change with notice and/or additional hours be added\*\**)

**Phone number:** The **Canvas Inbox** mail tool is the most reliable contact method for online courses. CR email is a second choice (amy-murphy@redwoods.edu). Finally, my CR phone number, 707-476-4393 (unreliable), is not a preferred choice this semester.

**Email address:** Preferred/Most Reliable Method: **Canvas Inbox mail tool**; 2nd Choice Method: [Amy-Murphy@Redwoods.edu](mailto:Amy-Murphy@Redwoods.edu) (<mailto:Amy-Murphy@Redwoods.edu>)

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 **Zoom Office Hours (Amy) & Zoom + Open Lab Hours (Morgan)**

## **Purpose:**

- 1) **Chapter & Lab Lectures** are delivered "**asynchronously**", as preferred by Administration/CCC. You will access lecture materials in **Modules** and will need to **review these items independently** on a schedule that works for you.
2. **ALL Zoom meetings** are the **SAME**, regardless of whether they are designated as "**Office Hours**" or "**Lab Hours**". They provide students with **multiple opportunities throughout the week** to work on labs with real-time instructor assistance, to ask questions/get help, to connect with classmates while working (I encourage student dialog/chat during meetings), and to request pre-submission lab check-overs.

**Note:** these meetings are **OPTIONAL** and **BEGIN** on Sunday of Week 1.

## **Times + Links:**

**Zoom Topic:** Course Online Office Hours (Amy) & Online Lab Hours (Morgan)

**Time:** This is a recurring meeting (*hours subject to change; check announcements*):

- **Fridays from 10am to 1pm --> Morgan - Open Lab hours (EKA Campus HU214 + Zoom)**
  - *Please EMAIL or Canvas Message Morgan in advance of attendance ([Morgan-Beebe@redwoods.edu](mailto:Morgan-Beebe@redwoods.edu) (<mailto:Morgan-Beebe@redwoods.edu>))*
- **Sundays from 8pm to 9pm --> Amy - Zoom/Online Instructor Office Hours**

**Link to Join from PC, Mac, Linux, iOS or Android:**

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**Meeting ID:** xxxx

**Password** (*passcode*): xxxx

**Or iPhone one-tap (US Toll):** xxxx

**Or Telephone:**

**Dial:**

xxxx

## **Open Lab Hours (Morgan) for Lab Make-Ups in HU214**

*Our CIS Instructional Support Aide (Morgan Beebe) hosts select Open In-Person Lab Hours in HU214 for CIS lab make-ups and/or completing CIS coursework\**

-  **Tuesdays by appointment**
- **Fridays 10am to 1pm**

(Subject to change w/notice; Canvas message or email morgan-beebe@redwoods.edu to schedule + attend a lab make-up session)

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## Required Materials - 2 Items

**Item 1: Textbook** (any condition/any format; MUST be **4th** edition):

Title: **Hacker Techniques, Tools, and Incident Handling 4th Ed**

Author: **Michael G. Solomon; Sean-Philip Oriyano**

ISBN-13: **978-1-284-28765-3** (any format OK; must be 4th edition)

ISBN-10: **1-284-28765-3**

Edition/Copyright: **4th Edition 2024**

Publisher: **Jones & Bartlett Publishers**

**Important Note:** Do **NOT** purchase **this vendor's** textbook companion cloud labs

**Item 2: Infosec Custom Lab Set:**

Title: **"Ethical Hacking Course"** (CIS37 online lab set **non-refundable access code**)

Author: **Col. Of Redwoods** (not really) ;)

ISBN-13: **N/A**

ISBN-10: **N/A**

Edition/Copyright: **LATEST**

Publisher: **Infosec Learning, LLC**

**Course ID: QJKZUEFJYT**

**BEFORE PURCHASING**, please see our DETAILED [Required Materials](#)

[\(https://redwoods.instructure.com/courses/21824/pages/required-materials-2\)](https://redwoods.instructure.com/courses/21824/pages/required-materials-2) page for information and directions on purchasing, activating, and accessing our Infosec Lab Set. Both items are used week 1. Please have these required items purchased and accessible for use by 1/21 at the very latest.

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## Technology Requirements

This is a hands-on technical course. You **MUST** have the following items:

- You **MUST** have **reliable high-speed internet service**, such as provided by cable, DSL, or satellite service providers, and **ample data on your plan** as there are weekly online labs and

videos that require this speed/higher data usage. You need to have reliable access to the internet, at least 4-5 times per week, for the duration of the course.

- Anticipate problems with your computer and internet access (including power and internet outages) by not waiting until the last minute to complete/submit tasks. It is your responsibility to meet the class deadlines.
  - Students **MUST** have [regular access to a desktop or laptop computer \(Windows, MAC, or Chromebook\)](#) running a recent version of its operating system, and MS Office Professional 2016 (free [Microsoft Office 365](#) subscription available to CR students - see details further below).
  - **Portable Devices vs. Computers: You cannot participate in this class solely from a portable device (tablet/smartphone).** Although you can use late-model portable devices (such as tablets, Android or iOS phones) for some things, such as checking announcements, reading an e-book, or watching course videos, the majority of your work (especially labs and exams) **MUST** be accessed from a reasonably late-model notebook/laptop or desktop computer.
  - If you do decide to use your portable device for some of your class work, use the free Canvas app “Canvas by Instructure” available in iTunes (for iOS) and the Google Play Store (for Android).
    - Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.
  - You **MUST** be able to **download** and use the [Google Chrome browser](#) on your **desktop/laptop computer to access online labs.** (Do not try to access labs with other browsers such as Mozilla Firefox)
  - **If you choose to enroll in this course, it is your responsibility to meet the technological demands of the course for its entire duration.**
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## Required Computer Skills

- Proficiency in using Canvas (course Learning Management System), including **all** Canvas tools (Discussions, Quizzes, Exams, Grades, etc.); downloading/uploading documents for submission, and viewing grading feedback on labs
- Proficiency in obtaining/installing Google Chrome and free Microsoft Office 365 on your personal computer. (*Do **NOT** try to access labs with other browsers such as Mozilla Firefox or Microsoft Edge; they are **NOT** compatible to the Infosec Lab environment and will **NOT** work.*)
- Typing (minimum 25+wpm), proficiency in word processing skills (including file management, creating, saving, uploading/downloading, formatting, inserting images into word documents), and intermediate proficiency navigating an OS
- Labs require intermediate-level **multitasking abilities** and the use of a remote lab interface; you have as many as 5 or more windows open at any given time (browser, multiple virtual machine windows, lab sheet, e-book, etc.), and you will need to navigate efficiently between them
- This is an intermediate course that **REQUIRES** the ability to work through lab steps **independently.** If you need assistance in **Zoom**, are **welcome** to ask questions for clarification

and/or get troubleshooting help, but you will **NOT** be walked through each and every step of the lab and/or other course tasks.

- If you find yourself **unable** to complete course tasks/labs independently on a consistent basis, please consider completing appropriate CR Adult, Community Ed, and/or CIS-1 course(s) in advance to increase computer literacy, competency, and gain the skills required of students in intermediate-level CIS courses.

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## Catalog Description

This course introduces the student to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking.

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## Prerequisites/Co-requisites/Recommended Preparation

**Advisory to Recommended Preparation:** CIS35 and/or CompTIA Security+ certification. Students will benefit from the foundational concepts introduced in the CIS35 (Network Security Fundamentals) course.

**Important Note:** *This course is designated as "recommended" to be taken after CIS35. However, basic familiarity with computer, network, and/or cybersecurity terminology and concepts is generally sufficient, though some of the Infosec labs/lab concepts will be more complex/involved than what is experienced in CIS35 labs. On the flip side, the CIS37 textbook provides **introductory coverage** in the majority of its chapters, which facilitates taking the courses out of order and serves to reinforce topics already introduced in CIS35, CIS30, and/or CIS98.*

*If you choose to enroll in this course without successfully completing CIS35 first, understand I will not be focused on readdressing concepts already covered in CIS35. However, due to the structure/layout of the CIS37 textbook, students have not found this to be an issue.*

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## Core Student Learning Outcomes

Upon successful completion, you will be able to:

1. Describe the tools and methods a "hacker" uses to break into a computer or network.
2. Protect a computer and a LAN against a variety of different types of security attacks using a number of hands-on techniques.

## Admissions Deadlines & Enrollment Policies:

<b>Date</b>	<b>Event</b>
January 16	<i>Last day to register for classes (day before the first class meeting)</i>
<b>January 17</b>	<b>Classes begin</b>
January 19	<i>Martin Luther King's Birthday (<b>All Campuses Closed</b>)</i>
January 23	<i>Last Day to add a class</i>
<b>January 30</b>	<b>Last Day to Drop w/out a "W" &amp; Receive a Refund</b>
February 1	<i>Last Day to Drop w/out a "W"</i>
February 2	<i>Census Date (20% of class)</i>
February 13	<i>Lincoln's Birthday (<b>Holiday - All Campuses Closed</b>)</i>
February 16	<i>President's Day (<b>Holiday - All Campuses Closed</b>)</i>
<b>March 5</b>	<b>Last Day to Petition to Graduate &amp; Petition for Certificate</b>
<b>March 16 - 20</b>	<b>Spring Break (No Classes)</b>
<b>March 27</b>	<b>Last Day for Student/Faculty Withdrawal</b>
March 31	<i>Cesar Chavez Day (<b>Holiday - All Campuses Closed</b>)</i>

<b>Date</b>	<b>Event</b>
<b>May 9 - 15</b>	<b>Final Examinations Week</b>
May 15	Last Day to File P/NP Option
<b>May 15</b>	<b>Semester Ends</b>
May 22	Grades Due
May 25	Memorial Day ( <b>Holiday - All Campuses Closed</b> )
May 29	Grades Available for Transcript Release

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## Course-Related Policies

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### Participation:

This class is an online course. It is VERY easy to fall behind in an online course. It actually takes MORE effort to stay on schedule in an online course than it does in a traditional face-to-face course. I highly recommend that you log on to Canvas at least 4-5 days a week to check announcements, view lectures, post labs and discussions, and take quizzes and exams. There are strict deadlines posted for labs, quizzes, discussions, and exams that you must be aware of in order to avoid penalties.

**Waiting to complete tasks until the day they are due, or worse - at the last minute, will greatly increase your stress level and lower both your enjoyment and performance across all online courses.**

**I HIGHLY recommend** devising a personal schedule/plan for completing tasks daily that balances and staggers your course workload(s) across the week.



### Wi-Fi Connection Issues:

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (quiz/discussion/lab/exam, etc.).

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## Troubleshooting CR Account Lockouts - ASAP (!!):

Students get locked out of their CR accounts on one or more devices from time to time (often receiving cryptic error messages), and it can be frustrating. Please do NOT delay in reaching out to the CR IT Dept., as it may take a day or more to resolve if it happens on the weekend.

**Step 1:** take a screenshot of your error message, and be prepared to explain your issue in detail, either over the phone or in a support ticket (upload your error message screenshot).

**Step 2:** Do not delay. Contact the **CR Tech Support** line during active hours for more immediate assistance during **regular** business hours: **707-476-4225** (*Mon - Fri 10am-4pm - LRC Drop-In and/or phone support; closed on weekends, holidays, and very limited hours during breaks*).

**Step 3:** If you cannot receive immediate assistance by phone and/or your issue was not resolved, navigate to the following webpage: <https://www.redwoods.edu/support.php> (<https://www.redwoods.edu/support.php>) and then **submit a Tech Support ticket** to the CR IT Dept. to resolve any remaining account lockout/access issues. (Use support page link above --> **Ticket system** --> **Tech Support link** --> **Report an issue** link)

**Follow-Up with your Instructors:** Let them know you've been locked out, that you've taken steps to remedy the issue, and when you expect the issue will be resolved.

**If it's the weekend:** once in awhile, the issue resolves ITSELF after 24 hours, so TRY your login again the next day if it's still the weekend. However, DON'T wait or count on it --> GET a TICKET in ASAP.

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## No-Show/Disqualification/Excessive Absence Policy:

You may automatically be **officially disqualified** (dropped from the course roster in **WebAdvisor**):

- If you do not post an **initial response** in the **week 1 discussions forum** by **FRIDAY, JANUARY 23 @11:59pm**.
  - Not participating in the week 1 forum constitutes a **first-week "no-show"**, meaning you may be dropped to allow waitlisted students to add.
- If you have not purchased your required **Infosec Virtual Lab Set AND textbook** by **Tuesday, January 20**.

- If do not complete **Ch. 1 Quiz** and **Ch. 1 Lab** by their respective due dates.

In addition, you **may be dropped from the course** at any point on or before the last day for student/faculty initiated drops if you:

- Are not participating online at least **four (4)** days a week
- **Miss more than 4 labs total** or **3 consecutive labs**
- Are not completing the weekly tasks
- Are not passing the course due to a lack of participation resulting in missed labs, quizzes, discussion posts, or exams
- **\*Currently TBA/Pending class sponsorship\***, if you do not register for the **NCL ON-TIME** after I've emailed your **NCL access token** (*individual player \$40 fee has been paid for you by our NCL sponsor*).
  - If you inadvertently **forget your NCL account credentials** and **do not remedy the problem asap**/miss an NCL competition
  - If you do not participate in the NCL competitions (*minimum time requirements of 2-4 hours per competition*)

**Each of the items above constitutes excessive absence and is grounds for course disqualification.**

If you find yourself struggling, **please contact me BEFORE attendance/course participation becomes a major issue**, so we can devise a strategy to help you stay on track and be successful in this course.

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## Grading

Exams (2) = **25%**

Labs = **30%**

Chapter Reading Quizzes = **30%**

Discussions Forum Posts/NCL Participation = **15%**

### Grade Scale:

90-100% = **A**; 80-89% = **B**; 70-79% = **C**; 60-69% = **D**; Less than 60% = **F**

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## Course Navigation:

Navigate this course using the Canvas **Modules** left-hand link ONLY. Do not use the Course Calendar as a means to access course materials or you will end up skipping over a great deal of

important required content, including weekly lecture materials.

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## Chapter Reading Quizzes:

Chapter Reading Quizzes will be assigned each week and must be **taken/submitted BY Friday @11:59pm**. They are worth a significant portion of your grade (**30%**). Chapter Reading Quizzes **CANNOT** be made up/NQAs cannot be applied.

### Helpful Hints:

- Quiz questions are found in order as you read through the chapter.
  - All answers **MUST** come from the current textbook chapter.
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## Discussions Forum Posts *(may include NCL participation weeks - TBA/pending sponsorship)*:

Weekly **Discussions** forum posts, worth **15%** of your overall grade, are due as follows:

Posting an initial **response/answer** to the week's **Discussions** forum topic (**by Friday @11:59pm**) **AND responding to a classmate's post (by Sunday @11:59pm)** are worth a maximum **combined total of 10 participation points** per week. See details below:

- A **maximum of 7 points** can be earned by posting a **QUALITY** response/answer to the week's forum topic by the end of the day on **Friday (11:59 pm)**.
  - A **maximum of 3 points** can be earned by posting a **LATE** quality response/answer to the week's forum topic by the end of the day on **Sunday (11:59 pm)**.
- A **maximum of 3 additional points** can be earned by posting one **QUALITY** response to a classmate's post by the end of the day on **Sunday (11:59 pm)**.
- **Recommendation:** *Post BOTH your initial response and reply to classmate's post as early in the week as possible - you do **NOT** have to wait until Friday begin completing your initial response or Sunday to complete your reply to a classmate's post.*

**You CANNOT make up discussion forum participation points after the week closes/NQAs may not be used. In addition, Quality, Quantity, and Timeliness are ESSENTIAL for meaningful forum dialogue; this is a joint effort - please do your part.**

Additional details on what constitutes a "**Quality**" post/reply, "**Helpful Suggestions & Tips to** en  **Quality Posts and Replies**", and posting etiquette can be found in pinned [\*\*Discussions Forum Requirements and Guidelines\*\*](#)

([https://redwoods.instructure.com/courses/21824/discussion\\_topics/357932](https://redwoods.instructure.com/courses/21824/discussion_topics/357932)), and **must be reviewed before making your first post.**

**\*Pending securing class sponsorship/TBA: during each NCL Competition week/weekend, students will be required to log a predetermined amount of NCL participation time in the weekly forum in place of answering a prompt; reminder: NCL participation is NOT optional.**

### **AI-Generated Text WARNING for Forums AND Lab Sheets:**

- DO **NOT** USE **ChatGPT** or other **AI-generated** information to answer forum questions and/or formulate write-ups.
- **Do** perform your **OWN** research and complete your **OWN** brief write-up. Posts do NOT need to be perfect, grammatically correct, etc. We are interested in YOUR research and thoughts. Refer to these **Forum Requirements and Guidelines** for assistance on formulating a quality initial post and reply.
- Sources should simply be link(s) to website sources used.
- **Using AI-generated text to answer forum prompt(s) will result in a ZERO on the weekly forum initial post and/or reply.**

### **ACCEPTABLE:**

- Typos, imperfect grammar, sources cited w/hyperlink only, etc. (*we are **NOT** in an English class*)
- Topic summaries, thoughts, and opinions that **AREN'T** necessarily perfect or accurate but **ARE your best attempt** to answer the prompt using **critical thinking skills**
- Googling and **reading through** source materials to formulate your post

### **UNACCEPTABLE:**

- Using any sort of AI Program (chatbots/generative AI tools) to formulate your answer (even those built into browsers, such as Bing's new AI-chatbot feature)

### **AI policy in this class as you complete your LAB sheets during our Infosec Labs:**

I am aware that some instructors promote the use of AI to summarize articles and/or to explain concepts, especially when there is an overwhelming amount of reading material supplied. I am **truly in support** of however **each instructor decides to integrate (or not integrate) AI** into their course(s).

In **THIS class**, we're going to rely on **reading** and **critical thinking skills** when there is a **website link** (source) **supplied** and/or when students are asked to **review a particular section** of the Infosec Instructions. **LAB ANSWERS MUST come from directly from the supplied source.**

**Why?** There are large benefits to keeping your reading comprehension and critical thinking skills **exc** and sharp in college and beyond. The selected sources are intentionally **very brief** and **straightforward**, AND they offer the additional benefit of providing other pertinent information related to the topic(s).

😊 Thank you for adhering to this policy during labs across the CIS courses that I teach. 😊

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## Labs

Weekly **labs** are due by **Sunday @11:59pm**, They are worth **30%** of your course grade and scored on neatness and completeness. **All required elements** of a lab **must be present**, in proper order, and submitted by the due date for full credit.

**Lab submissions with the following issues below will NOT be graded/will NOT receive credit and require resubmission (you will be directed to FIX the lab and RESUBMIT):**

- Labs with improper formatting, unlabeled answers/screenshots, or items out-of-order
- Supplied lab sheets should not be modified when providing answers; "answers-only" lab submissions will not be accepted
- Incomplete labs will not be accepted/graded
- Lab work must be completed on your assigned CIS remote access VMs. Lab work from other sources (home computer/personal VM setup, etc.) will not be accepted
- Late resubmissions (for any reason, including those listed above) will require an NQA (see late labs NQA Policy further below).
- Labs **MUST** be uploaded as **.docx** files - do NOT use any other software than Microsoft **Word**, which is FREE to CR students & accessed via Student Portal online and/or available for full download (instructions further below).
- **WARNING: I will NOT accept late or "redo" lab sheets attached to grading comments boxes --> I don't see them or receive notice. See Late Lab NQA Policy further below.**

If you have **missed points on a lab**, please remember to diligently **CHECK LAB SHEET MARKUP** feedback (marked up on the LAB ITSELF, not just grading "comments" section), so that you are not losing points by making the same mistakes week after week. Go to the lab's submission page - click on **submission details - view feedback** link to review mark-up corrections on your lab sheet.

**What to expect during labs:** our online lab environment uses the vendor's (*Infosec's*) virtual machines and software programs that provide good performance overall. However, there are infrequent "glitches" on several of the labs that generally only impact a few random users. **When a lab goes south, student error is almost ALWAYS the culprit (99% of the time).** In preparing for and reducing the inevitability of something "not working right", please do the following:

-  **OW ALL lab instructions CAREFULLY** (*infosec directions AND my written lab sheet instructions/instructional videos*)

- **Plan sufficient time to complete labs before due dates; be prepared to exercise PATIENCE at ALL TIMES.**
  - Contact Morgan (our Instructional Support Aide) or I when you have issues/questions, and we will assist you in resolving them. However, **due to the nature of an online class and varied personal schedules, assistance will NOT be in "real time". Access to the VMs IS in a TIMED environment, meaning you'll likely have to restart a lab and complete multiple steps over after receiving a response.**
  - **For this reason, if you are confused/struggling, I HIGHLY recommend completing labs during my Zoom office hours or during scheduled "lab hours" with Morgan so that you can have immediate assistance IN REAL TIME while you're working through your lab. You'll also have the benefit of getting an "answer check-over", which allows you to correct your work before submitting/before your VM session expires. *\*(We will set up a flexible schedule of available hours throughout the week that may be subject to change.)***
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## **WARNING --> "Hacking" Disclaimer**

This course is **NOT** a hacking course. Unauthorized "hacking", penetration testing, port-scanning, etc., even for educational purposes or exploration rather than harm, is **VERY** traceable and **COMPLETELY ILLEGAL**.

**Students** are **NOT** exempt from these laws, and the individual can be prosecuted to the full extent of the law. Finally, claiming ignorance (not knowing better) is **NOT** a valid defense and will not protect you. **Please stay within the bounds of the assigned activities in this class.**

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## **Late Labs / NQA Policy**

We all have "emergencies" that arise from time to time. In recognition of this reality, I have a "no questions asked" (**NQA**) policy. Here's how it works: at the beginning of the semester, you will receive four (4) NQA credits (virtually of course). Each credit is worth **one late lab** - if something comes up, and you need to turn in a lab late, you can use an NQA credit to turn it in **up to four weeks late** (assuming there are 4 weeks remaining before the late labs **deadline of Sunday before finals week @11:59pm**). A late lab with an NQA credit indicated and available for use will be graded as if it were handed in on time, no questions asked!

- **NQA credits can NOT be used for quizzes, discussion forum posts, or exams.**
- **cannot be used after 11:59pm on the Sunday before finals week.**
- **Beginning Monday of finals week, no late work will be accepted.**

- **Late work will NOT be accepted if it has been attached to a grading comments box. No exceptions.**

When you are out of NQAs, all lab work must be completed and submitted on time to receive credit. **Late work received after NQAs are gone but before a lab locks will still be corrected, but you will not receive any credit (even partial), regardless of the reason for missing the lab due date.**

### Recap:

- Each late lab with an available NQA can be submitted **up to a maximum of 4 weeks late** (assuming there are 4 weeks remaining before the **late work deadline @11:59pm on the Sunday before finals week**).
- If you have **not** submitted a late lab **by the time the lab locks**, you'll receive a **zero** for the lab and **it cannot be made up**, regardless of remaining NQAs.
- **Locked labs will NOT be reopened.**
- **Labs attached to grading comments boxes will NOT be accepted.**
- Please plan accordingly and submit any late work with a remaining NQA **in advance** of the lab's "accept until" date/time.

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## Exams:

The exams are administered online and worth a combined total of **25%** of your course grade. You will typically have about a week window in which to take the exam. Be aware that the exams have **set time limits** (such as an hour - see individual exam instructions for specific time restrictions) once they have been started. I will **NOT** restart exams, so please **do not push start** until you have the **allotted** time to dedicate to finishing the exam in one sitting. **Failure to complete an exam by the due date will result in a zero on that exam; there are no makeup exams in this scenario.** Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. **Warning:** last minute starts that do not allow for the full test time will not extend the due date. Please do not test this policy; you will be very disappointed with the results.

*\*SASS/DSPS-approved time accommodations will automatically be accounted for; however, you must plan to start your exam early enough to account for the extra time as due dates will not be extended.*

**Exams are open textbook/e-book, but not open internet-search. Please maintain integrity during exams.**



## Missed Exams

Timed online exams will be open for a window of time (generally 5-7 days). **Failure to notify me that you will miss an exam the week BEFORE the exam week is scheduled will result in a zero on that missed exam.** This is a policy cast in stone, please do not test it. If you cannot take an exam during the specified week, simply contact me the week **prior** to exam week, and I will make arrangements for an alternative exam time. Please note: **A make-up exam taken after the scheduled exam due date will be marked down 10%** of the total possible points (one letter grade).

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## Incomplete Grades:

I do not give incompletes! However, if your place of residence is carried away by a tsunami while completing your final assignment, I may reconsider. This means an incomplete may be granted in EXTREME circumstances. You must be receiving at least a C grade at the time of the tsunami.

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# Student Feedback Policy & Communication Guidelines

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## Announcements:

I will use Canvas Announcements as the MAIN TOOL to quickly, efficiently distribute CRITICAL information to students, including Zoom hours changes, due-date reminders and/or changes, deadlines, and covid-related, power outage, and/or campus-closure updates, should anything arise that significantly impacts our class during this unpredictable time. Students will ALSO receive REGULAR important announcements and reminders throughout the semester. Students are **EXPECTED to check announcements frequently.**

**Please confirm you have this setting [enabled in Canvas.](#)**

Please note that **Announcements** can be viewed using the the Canvas [Announcements](#) (<https://redwoods.instructure.com/courses/19658/announcements>)\_left-hand link **AND** the **three most recent announcements** are **visible** on our [Home](#) (<https://redwoods.instructure.com/courses/19658>) page. You may additionally receive announcements on your MyCR Outlook email account and/or Canvas app, which is timely and helpful.

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## Student Feedback:

Students will receive prompt feedback and/or scores on labs, quizzes, forums, and exams as follows:


- Students can expect feedback and/or scores to be posted to the Canvas course Grades tool within 7 days after their submission or the item's due date, whichever is later.
- If feedback/scores are not posted within 7 days, the instructor will notify the students as to when they can expect it to be posted.\*

*\*Exception: Discussion Forum responses may take longer to grade, depending upon the week/topic covered. Thank you for your patience.*

- If you have not received either a grade or notification within 7 days, please **promptly alert the instructor** in case there is a submission issue.

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## Communication Guidelines + Accessing MyCR Student Outlook email:



- In general, I will use **Canvas messaging system** to communicate with you about this course, and it is generally my preferred communication method (**NOT** MyCR student email accounts)..
- You are assigned a **CR student email account** (*first initial+last name+last 3 digits of CR student ID+@mycr.redwoods.edu* - example: *jdoe345@mycr.redwoods.edu*) is the **ONLY email** account that I will use to communicate with you outside of the Canvas mail tool (*CR Instructor email: [amy-murphy@redwoods.edu](mailto:amy-murphy@redwoods.edu) (mailto:amy-murphy@redwoods.edu)*).
- Please **make it a habit** to check **BOTH** your **Canvas Inbox** and **your student email** regularly for information about our class and all CR communications.
- Students may send the instructor Canvas messages and/or emails concerning this course 24-hours a day and **expect a response within 48 hours** (excluding holidays/breaks); however, messages typically receive a response within 24 hours. Please do not hesitate to email me with concerns and/or informational updates
- If you have **NOT** received a response **within 48 hours**, an issue has most likely occurred - **please promptly resend**.
- **Note that comments left in submissions comments boxes (AFTER you've received an assignment score) will \*NOT\* be seen/responded to because Canvas does not send a notification when students enter comments here.**
- **IF you've ALREADY received an assignment SCORE: ALWAYS use Canvas Messaging to**  **ask about grading and/or leave comments, and REFERENCE the lab and assignments/steps you are inquiring or commenting about in your email.**
- We live in the age of text messaging, where communications can be overly terse/blunt, and it is the acceptable norm. However, at the college level, it is good soft-skill practice to use a **polite**,

**professional tone in all written email communications**, including when you are encountering technical issues, asking for assistance, and/or inquiring about grading.

- Please consider using a **brief greeting, closing, and respond to emails from your Instructor, Instructional Aide, and/or course peers in a timely manner**, whenever applicable. (*Please do **not** return a response to emails that do not require one, such as due date reminders.*)
  - Voicemails left on my office phone may take a week or more to receive a response.
  - **Emailing/Canvas messaging is far more expedient; therefore, it is the preferred method of communication in this course.**
  - **Zoom will be used to answer lab-related questions/troubleshoot labs and will be used extensively in this course.**
- 

## REQUIRED SOFTWARE: Microsoft Office 365 for Windows (FREE to CR Students)

Through a licensing agreement with Microsoft, College of the Redwoods is able to provide you with a free online access of Microsoft Office 365 Education that remains active as long as you are a CR student.

Once you **have access** to the **\*NEW\*** [MyCR Portal](https://myapps.microsoft.com/Redwoods.edu/)  (<https://myapps.microsoft.com/Redwoods.edu/>) (*MyCR Portal can also be accessed from the [CR Homepage](https://www.redwoods.edu/)  (<https://www.redwoods.edu/>) --> located on top red-banner) AND you're **SIGNED IN**:*

You'll have access to the **"My Apps"** page.

This page has icons for Microsoft Outlook mail, **Word**, PowerPoint, and Excel and more.

**WARNING #1:** Note that when you click on an app from this page, you are using the software **ONLINE**, meaning it has **limited functionality** (less Ribbon choices). For this reason, I highly **recommend** that you also **DOWNLOAD Microsoft Office onto your home computer** rather than just using the online version. Do note that if you're having issues downloading and installing the full version, you **can** simply opt to use the online version for **this** course.

**WARNING #2:** OTHER installers found on the Microsoft Website OR ALREADY installed TRIAL versions of Microsoft Word will **NOT** activate with your CR account (software remains read-only). **You must use CR's installer** --> read on!

To **DOWNLOAD** the the **full version** of the **Office365 Software Suite** onto your home computer --> you **MUST** use the **Installer** on the **CR Support Page**:

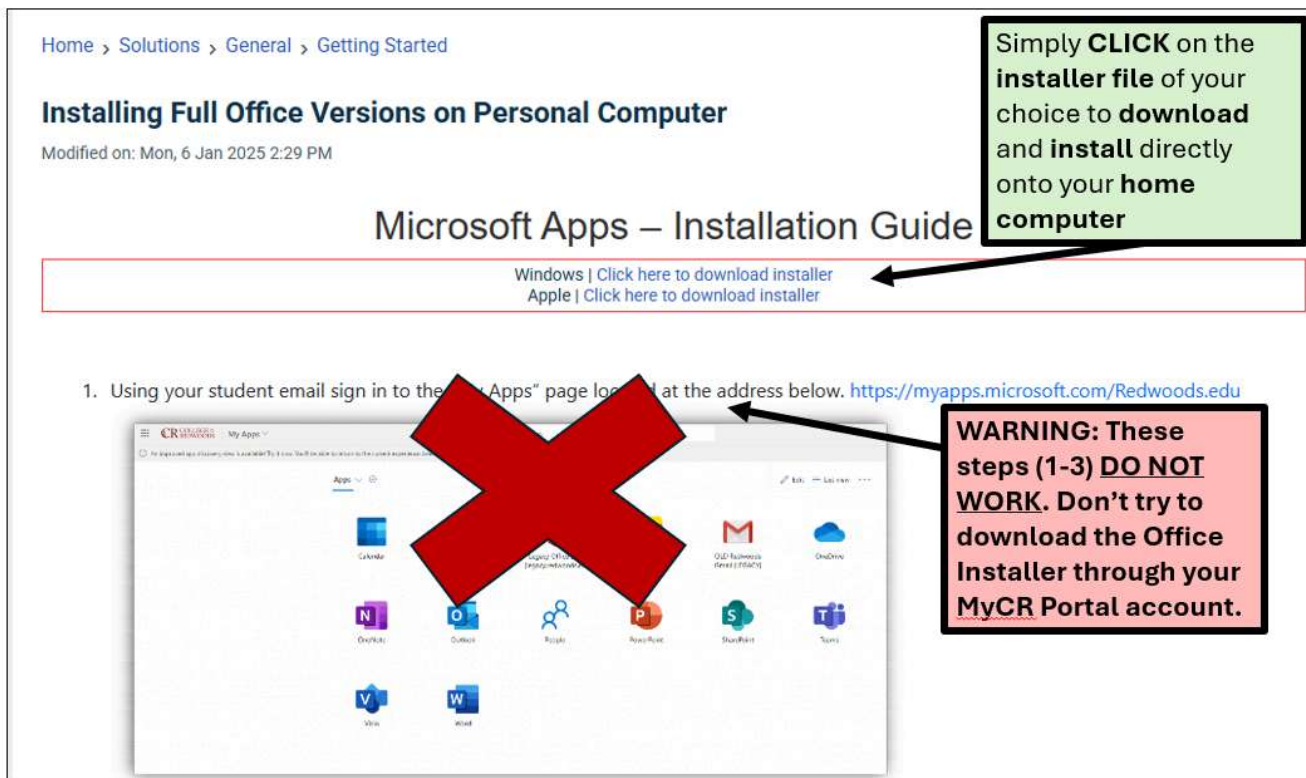


**Step 1:** Navigate to the following CR Support Page [HERE](#) 

<https://help.redwoods.edu/support/solutions/article/s/22000015200-Installing-Full-Office-Versions-on-Personal-Computer>

**Step 2:** At the **TOP** of the page, under "**Microsoft Apps - Installation Guide**", simply click on the installer you need (either for **Windows** or **Apple/Mac**) located inside the red-outlined box. Find your downloaded .exe installer file on your home computer --> click and run the .exe installer file.

**WARNING:** The numbered steps (1-3) on the webpage that ask you to download an installer through your student email/MyCR Portal login **DO NOT WORK!!** This is **WHY IT** has simply **provided the installer files** at the top of the page - this is a **workaround**.





The screenshot shows a webpage titled "Installing Full Office Versions on Personal Computer" with a breadcrumb trail: Home > Solutions > General > Getting Started. Below the title, it says "Modified on: Mon, 6 Jan 2025 2:29 PM". The main heading is "Microsoft Apps – Installation Guide". A red-outlined box contains two links: "Windows | Click here to download installer" and "Apple | Click here to download installer". Below this, step 1 reads: "Using your student email sign in to the 'My Apps' page located at the address below. <https://myapps.microsoft.com/Redwoods.edu>". A screenshot of the My Apps portal is shown, but it is crossed out with a large red 'X'. Two callout boxes provide instructions: a green box points to the red-outlined box with the text "Simply **CLICK** on the **installer file** of your choice to **download** and **install** directly onto your **home computer**"; a pink box points to the red 'X' with the text "**WARNING: These steps (1-3) DO NOT WORK. Don't try to download the Office Installer through your MyCR Portal account.**"

Please also see *inexpensive/non-free options* below.

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**LEAVING the COUNTRY during the Summer Semester? CONTACT me ASAP!!**

FY  you are **LEAVING THE COUNTRY** for a period of time **DURING** this semester, in advance of your trip, you **WILL** need to:


1. Email me ASAP --> you will need to put in a **help ticket**   
(<https://help.redwoods.edu/support/tickets/new>) to IT as soon as possible to request out-of-the-country access. You may or may not be able to use a VPN at this time; if you do, make SURE it's the same VPN server each time AND pick one located in the USA.
2. Alternate option --> PURCHASE a \$6.99 monthly subscription below for 1 month (first month is usually FREE; make SURE to cancel after).

#### **INTERNATIONAL TRAVEL WARNING:**

You CANNOT access your OFFICE365 account (including Student Email, regular Canvas link, and MS Office Downloaded or Online Apps) WHILE you are OUT of the COUNTRY (due to CR IT Dept. Restrictions & Authenticator App requirements) Therefore, CAREFULLY read through options above and take required steps to PREPARE PRIOR TO LEAVING.

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### **Potentially affordable alternatives (NOT FREE):**

🌟 You can purchase a \$6.99 monthly subscription for ONE user or \$9.99 for up to 6 users directly from Microsoft [here](https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products-b?ef_id=EAlalQobChMlydj4ouqN-AIV6WJyCh1r_wDtEAAYASAAEgJJhFD_BwE:G:s&OCID=AID2200005SEM_EAlalQobChMlydj4ouqN-AIV6WJyCh1r_wDtEAAYASAAEgJJhFD_BwE:G:s&Inkd=Google_O365SMB_Brand&gclid=EAlalQobChMlydj4ouqN-AIV6WJyCh1r_wDtEAAYASAAEgJJhFD_BwE)  ([https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products-b?ef\\_id=EAlalQobChMlydj4ouqN-AIV6WJyCh1r\\_wDtEAAYASAAEgJJhFD\\_BwE:G:s&OCID=AID2200005SEM\\_EAlalQobChMlydj4ouqN-AIV6WJyCh1r\\_wDtEAAYASAAEgJJhFD\\_BwE:G:s&Inkd=Google\\_O365SMB\\_Brand&gclid=EAlalQobChMlydj4ouqN-AIV6WJyCh1r\\_wDtEAAYASAAEgJJhFD\\_BwE](https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products-b?ef_id=EAlalQobChMlydj4ouqN-AIV6WJyCh1r_wDtEAAYASAAEgJJhFD_BwE:G:s&OCID=AID2200005SEM_EAlalQobChMlydj4ouqN-AIV6WJyCh1r_wDtEAAYASAAEgJJhFD_BwE:G:s&Inkd=Google_O365SMB_Brand&gclid=EAlalQobChMlydj4ouqN-AIV6WJyCh1r_wDtEAAYASAAEgJJhFD_BwE)).

--> Make sure to select a link pointed out in red below - don't use the "Buy Now" button.



**Recommended for 2-6 people**

**Microsoft 365 Family**  
\$99.99/year

Best value: Save 16% with annual subscription

- ✓ Perfect for up to 6 people
- ✓ Up to 6 TB of cloud storage, that's 1 TB per person
- ✓ Premium safety features in mobile app<sup>1</sup>

**Buy now**

Or buy at \$9.99/month >

Try free for 1 month >

**Microsoft 365 Personal**  
\$69.99/year

Save 16% with annual subscription

- ✓ 1 person
- ✓ 1 TB of storage

**Buy now**

Or buy at \$6.99/month >

➔ Subscription automatically renews. Cancel anytime to stop future charges.

✨ You can **purchase a \$69.99 annual subscription** from [collegebuys.org](https://collegebuys.org) (<https://foundationccc.org/CollegeBuys>), that will remain active the full 12 mos. (no need to be a CR student) which breaks down to just under **\$5.80/per month** for **one user**.


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## Educational Accessibility and Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the **LIGHT Center** (<https://www.redwoods.edu/services/sass/light.php>), counseling and advising, alternate formats of course materials (e.g., audio books, braille, E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses,

and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](https://www.redwoods.edu/services/sass/index.php)  (<https://www.redwoods.edu/services/sass/index.php>). If you are unsure whether you qualify, please contact Student Accessibility Support Services (SASS) for a consultation: [sass@redwoods.edu](mailto:sass@redwoods.edu) (<mailto:sass@redwoods.edu>).

## **SASS office locations and phone numbers:**

### **Eureka campus**

- Phone: 707-476-4280
- Location: Learning Resource Center (Library)

### **Del Norte campus**



- Phone: 707-465-2353
- Location: main building, near the Library

### **Klamath-Trinity campus**

- Phone: 707-476-4280

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## **Disruptive Behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2025-2026 College Catalog](https://redwoods.elumenapp.com/catalog/2025-2026/home)  (<https://redwoods.elumenapp.com/catalog/2025-2026/home>) and [CR Board and Administrative Policies](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies)  (<https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>).

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## **Academic Integrity**

In the academic community, the high value placed on truth implies a corresponding intolerance of scholarly dishonesty. In cases involving academic integrity, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated a lack of academic integrity, the

student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2025-2026 College Catalog](https://redwoods.elumenapp.com/catalog/2025-2026/home) [↗\(https://redwoods.elumenapp.com/catalog/2025-2026/home\)](https://redwoods.elumenapp.com/catalog/2025-2026/home) and [CR Board and Administrative Policies](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies) [↗\(https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies\)](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies).

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## Inclusive Language in the classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

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## Student Services and Support

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### [2025-2026 Student Services and Support Handbook](https://redwoods.instructure.com/courses/21824/files/3353863?wrap=1) [link](https://redwoods.instructure.com/courses/21824/files/3353863?wrap=1)

[↗\(https://redwoods.instructure.com/courses/21824/files/3353863?wrap=1\)](https://redwoods.instructure.com/courses/21824/files/3353863?wrap=1)   
[↗\(https://redwoods.instructure.com/courses/21824/files/3353863/download?download\\_frd=1\)](https://redwoods.instructure.com/courses/21824/files/3353863/download?download_frd=1)

Please **click** on the **link above** and **REVIEW** the extensive list of **information** and **services** CR offers to all CR Students. You will find information on the following topics:

- *Accessing Canvas*
- *Setting your preferred name and pronouns in Canvas*
- *Student Tech Help*
- *Contacting Admissions and Records*
- *Basic Needs Services*
-  *Contacting Counseling and Advising*
- *Center Services*
- *Contacting Financial Aid*
- *Accessing/Contacting the CR Online Bookstore*

- *Tutoring Services*
  - *Testing Services/ASC Testing Center*
  - *Library Resource Center (LRC) Services*
  - *Contacting SASS - Student Accessibility Support Services*
  - *ASCR (Associated Students of CR)*
  - *Student Health Services (Wellness, Counseling and Mental Health)*
  - *Student Veteran Health Program - VA Healthcare + 24-Hour Crisis Lines*
  - *Child Development Center (CDC + EKA campus childcare program)*
  - *Dining Services*
  - *Parking Permits and Services*
  - *CalWORKs*
  - *EOPS, CARE, and NEXT UP Services and Eligibility*
  - *Multicultural Education Center and Services (MEC on EKA campus)*
  - *Native American Student Support and Success Program*
  - *TRiO Support Services and Eligibility*
  - *Student Veterans Resource Center (VRC)*
  - *Eureka, Del Norte, and Trinity Emergency Procedures*
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## National Suicide Prevention Lifeline

If you are in distress or are with someone at risk right now, call or text the National Suicide Prevention Lifeline.

### Call the National Suicide Prevention Lifeline:


1-800-273-TALK (8255)

### Text the National Suicide Prevention Lifeline:

741-741

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## Basic Needs Center:

**The Basic Needs Center**  (<https://www.redwoods.edu/services/bnc/index.php>) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing.

Basic Needs Center Contact Information:

- Eureka Phone: **707-476-4153**

- Del Norte Phone: **707-465-2302**
- KT Phone: **530-625-4821**
- Email: **retention@redwoods.edu**

**FYI:** CR Eureka Campus has an on-campus **Food Pantry AND Clothing Closet.**

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# Weekly Schedule of Chapters, Infosec Labs, & Exams

You may use this list to practice the lab in advance of the class. However, the following stipulations apply:

- Lab instructions and requirements will only be released when the corresponding weekly module unlocks.
- Where required in lab instructions, screenshots **MUST** include a time/date stamp from the current corresponding week the lab is due.

***\*Participation in the NCL is **CONTINGENT** upon securing class sponsorship/funding***

