

CLASS NUMBER AND NAME:	CSN270A – Network Mapping and Documentation
TOTAL HOURS/ UNITS:	24 HOURS/1.0 UNIT
PREREQUISITES:	None
TEXTS AND MATERIALS:	<i>Microsoft Visio Professional 2016 Part 2, Logical Operations, 2016 (ISBN 9781424626472)</i>
CLASS DESCRIPTION:	Instructor led lab in using Visio to create professional business and networking diagrams
CLASS OBJECTIVES:	To provide the student with an in-depth knowledge of creating professional-quality charts using symbols, importing custom graphics and linking diagrams dynamically with the Microsoft Office product line.
CLASS FORMAT OVERVIEW:	This class is a combination of lecture and lab. Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
METHODS OF INSTRUCTION:	As lecture and lab are the principal means of instruction, it will be expected that all students will be present every day to take part in class.
ATTENDANCE:	It is expected that each student will be in class <u>when class begins.</u> Should the student arrive more than <u>ten minutes late</u> they should notify the instructor of their presence, it will be up to the instructor to decide if the student has arrived in time to be counted as present- the instructor's decision is final. <u>80% attendance is mandatory</u> It will be the student's responsibility to learn of any assignments given in class when absent.
TESTING:	Quizzes will be given throughout the mod as well as a cumulative final exam. All quizzes, examinations, exercises and homework must be satisfactorily completed with a passing grade of 60% or better in order to pass the course.
LATE TESTING:	<u>Late testing is only allowed at the instructor's discretion.</u>

GRADING POLICIES:

The grading system is comprised of attendance, assignments, weekly tests, and a Final exam .

Assignments = 25%

Attendance = 25%

Weekly Exams = 25%

Final exam = 25%

Total Points = 100%

Combined grades for the above categories will be graded on the following scale:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

0-59% = F

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will have an understanding of:

1. Create, modify, and print drawings from basic templates.
2. Implement text, drawing, freehand, shape, view, and pointer tools.
3. Develop workflow diagrams, floor plans, and technical illustrations.
4. Link Visio diagrams dynamically with other programs.

A student will have earned a passing grade in the course by achieving a D or higher.

6 Week Tentative Schedule
CSN270A

Week 1

Lesson 1: Designing Advanced Plans
and Diagrams

Week 2

Lesson 2 : Enhancing the Look of
Diagrams

Week 3

Lesson 3: working with Custom
Shapes, Stencils and Templates

Week 4

Lesson 4: Connecting Drawings to
External Data

Week 5

Lesson 5: Leveraging Development
Tools

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Week 6

Lesson 6: Sharing Drawings

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