**A screenshot of a computer

Description automatically generatedSyllabus:** **Introduction to Networking**  
**Course Number:** **ITCC 1314  
Semester & Year:**

**Instructor Information**

Name:  Office:   
 Telephone: 903-823-  
 E-mail:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |

Office Hours:

**Textbook Information** *(not required)*

***Introduction to Networks v7***  *ISBN-13: 978-0-13-663366-2*

Companion Guide

***Recommended:***

***CCNA Routing and Switching Portable Command Guide***

PortableCommandGuide – 4th Edition *ISBN-13: 978-1-58720-588-0*

***or***5th Edition *ISBN-13: 978-0-13-593782-2*

**Student Learning Outcomes for the Course**

1. Configure a small network using basic security
2. Perform basic configuration on routers and switches
3. Implement IP addressing schemes

**Student Requirements for Completion of the Course and Due Dates**

These objectives will be measured for credit by completion of:

* 6 Section exams
* Labs and Packet Tracer Assignments associated with each chapter
* Final Online Exam for the course
* Final Skills Exam for the course

**Student Assessment**

Your grade will be determined as follows:

|  |  |
| --- | --- |
| Labs | 30% |
| Chapter Exams | 20% |
| Skills Final | 25% |
| Online Exam | 25% |

**Grading Scale**

Your letter grade is defined as follows:

|  |  |
| --- | --- |
| **Grade** | **Range** |
| **A** | 90-100 |
| **B** | 80-89.99 |
| **C** | 70-79.99 |
| **D** | 60-69.99 |
| **F** | Below 60 |

**Class Schedule**

This is a tentative schedule that is subject to change, as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Dates** | **Module** | **Topics** | **Deadlines** |
| 1 |  |  | Course Introduction, Syllabus,  MyTC, NetAcad, TC email |  |
| 2 |  | 1,2 | Networking Today, Basic Switch and End Device Configuration |  |
| 3 |  | 2,3 | Protocols and Models |  |
| 4 |  | 4,5 | Physical Layer, **Number Systems** |  |
| 5 |  | 5,6 | Data Link Layer | Mod 1-3 Exam |
| 6 |  | 7 | Ethernet Switching |  |
| 7 |  | 8 | Network Layer | Mod 4-7 Exam |
| 8 |  | 9, 10 | Address Resolution,  Basic Router Configuration |  |
| 9 |  | 11,12 | **IPv4 Addressing** | Mod 8-10 Exam |
| 10 |  | 12,13 | **IPv6 Addressing**, ICMP |  |
| 11 |  | 14 | Transport Layer | Mod 11-13 Exam |
| 12 |  | 15,16 | Application Layer,  Network Security Fundamentals |  |
| 13 |  | 17 | Build a Small Network | Mod 14-15 Exam |
| 14 |  | Skills Review |  | Mod 16-17 Exam |
|  |  | Thanksgiving Break | | |
| 15 |  | Exam Catch up |  | Skills Final |
| 16 |  | Final Module Exam |  | **Final** |

**Attendance Policy**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop **(*date*)**. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

**EXCUSED ABSENCES**

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

*\** Students *interested in Health Occupations should check with the division chair prior to entering the program.*

**MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Academic Classes**

|  |  |
| --- | --- |
| **A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER** | |
| Class or Lab Meets:  Once a week (Night classes or Friday classes)  **Twice a week (MW or TR classes)** | An instructor **may** withdraw a student from a course if absences exceed:  2  **4**  Three tardies count as one absence |

**Make-up Policy**

Lab Exams must be made up within 1 week of the scheduled time the class takes the exam; however, if you fail to take the Final Lab Exam by the end of the scheduled final exam period, it cannot be made up.

Module Exams must be taken by the given deadlines or you will receive a Zero for that exam. There will be a grace period twice during the semester in which you may re-take two exams from that period.

Class assignments and Labs must be turned in on time. Given extreme circumstances, you may be allowed to turn in weekly assignments slightly late; this, however, cannot be the norm.

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook.

Cheating will not be tolerated. **The instructor will drop any student involved in cheating from the course with a grade of “F.”** All assignments must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action as outlined in the Student Handbook section: **ACADEMIC DISHONESTY**.

It is expected that students will conduct themselves with integrity. If you cheat or assist others in cheating, you violate a trust.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blaise at 903-823-3349 or go by the Department of Disabilities Services located in the Palmer Memorial Library for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability, which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Miscellaneous Texarkana College Policies**

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom or lab without prior written approval from the instructor.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Students will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Students will take disciplinary action. The Computer Lab is under camera surveillance.

**Classroom Cell Phone Policy:**

Students should turn cell phones off or at least put them on silent. Do not conduct phone calls or text in class. It can wait. If you must take a call or text, quietly leave the room and return when finished. Emergency calls for you should go through campus security at 903-798-3330.

**Module Group Exams**

There will be 6 Module Group Exams made up of multiple-choice (single and multiple answers), true/false, matching and PT activities.

**Lab Activities**

Lab Activities (either using Packet Tracer or Hands-On Equipment) will be assigned on a weekly basis. Labs must be turned in/submitted upon completion and no later than the due date given by the instructor at the time the assignment is made. Any lab activity that is turned in late will, at the discretion of the instructor, will receive a maximum of 80%. Labs will consist of on-line virtual labs as well as hands-on labs.

**Changes**

This syllabus is subject to change as deemed necessary by the instructor. At time such changes are made, they will be announced in class and posted on the TC On-line (Moodle) page for this class.

**Basic Needs Security Statement**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Retention, at 903-823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so.

**DEADLINES**

|  |  |  |
| --- | --- | --- |
| Chapter | Grade | Deadline |
| 1 – 3 |  |  |
| 4 – 7 |  |  |
| 8 – 10 |  |  |
| 11 – 13 |  |  |
| 14 – 15 |  |  |
| 16 – 17 |  |  |
| Skills Final |  | TBD |
| Online Final |  | TBD |

**\* Second takes must be taken within one week after the deadline for each test.**

**Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.

Computer systems requirements:

* **Webcam, microphone, and speakers or headphones**
* **Windows 10 highly recommended for this course.**
* Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
* Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
* Able to run Microsoft Office which will be provided free to TC students
* Adobe Reader or another PDF viewer
* Antivirus software such as Windows Defender or another 3rd party anti-virus solution
* The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.

**Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor Texarkana College's website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

**COVID-19 Online/Virtual Environment Instructional Commitment**

The ongoing COVID-19 situation will require that some course materials and instruction be provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with COVID-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with COVID-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face-to-face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.