

Syllabus: **Network Fundamentals (Introduction to Networks)**
Course Number: **ITCC 1401**
Semester & Year: **Fall 2015**

Instructor Information

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Textbook Information (No Text Required)

CCNA Routing and Switching Portable Command Guide, 3rd Edition, by Scott Empson
(*Recommended*)

ISBN-10: 1-58720-430-4

ISBN-13: 978-1-58720-430-2

Introduction to Networks, Companion Guide, Cisco Press (Optional)

ISBN-10: 1-58713-312-1

ISBN-13: 978-1-58713-312-1

Student Learning Outcomes for the Course

1. Identify and describe Internet architecture, structure, functions, components, and models.
2. Describe the use of OSI and TCP layered models.
3. Identify and describe the nature and roles of protocols and services at the application, network, data link, and physical layers.
4. Describe principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations.
5. Build simple LAN topologies by applying basic principles of cabling, device configuration, and IP subnetting.

These objectives will be measured by completion of:

- 11 Chapter exams
- Labs and Packet Tracer Assignments associated with each chapter
- Online Final Exam for the course.
- Final Skills Exam for the course.

Student Assessment & Grading Scale

Percentage	From
40%	Labs
10%	Chapter Exams
30%	Skills Final
20%	Online Final

Grade	Final Average
A	90-100
B	80-89.99
C	70-79.99
D	60-69.99
F	Below 60

Teaching Methods:

- **Cisco Networking Academy:** Online reading material and assignments will be assigned from the online website, www.netacad.com.
- **Lectures:** It is the student's responsibility to read the assigned chapter before attending class. Important material from the text and outside sources will be covered in class. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- **Assignments:** End of chapter activities and online activities will be assigned to reinforce material in the text.
- **Lab Assignments:** Packet Tracer and lab assignments will be assigned for each chapter.
- **Quizzes:** Quizzes for each chapter should be taken outside of class time before taking the chapter exam.
- **Exams:** 11 chapter exams will be given.
- **Final:** There will be a comprehensive Final Exam and Skills Exam.
- **Lab:** 3 hours per week.

Student Requirements for Completion of the Course

Students are required to complete the quizzes before taking each chapter exam. Quizzes may be taken more than one time. Class time for each chapter exams will be the first 30 minutes of class before the next chapter review. Arrangements will need to be made in advanced if the student will be absent for the chapter exam.

Computer Lab

A computer lab is available for use outside of class. Lab room 9 is located in the Business & Computer Technology Building. A lab assistant may be available during some hours to assist with hardware difficulties. The lab assistant is not a tutor, and you may not expect the lab assistant to help you complete your project assignments. If not part of a CTIS course assignment, students are not allowed to download programs, play games, surf the Internet, or any other non-related computer usage. **The Computer Lab is under camera surveillance and all activities on the computer are monitored.**

The lab hours are:

Monday - Thursday	8:00 am - 7:30 pm
Friday	8:00 am - 2:00 pm

The Computer Lab is **not open** on weekends and college holidays/breaks.

TENTATIVE Class Schedule

These dates & assignments are tentative & subject to change with the instructor's discretion.

Week	Dates	Subject Matter & Assignments	
1	Aug 24 – 28	Introduction – Syllabus – Logins	
2	Aug 31 – Sept 4	Chapter 1 Review/Labs	Chapter 1 Exam/Chapter 2
3	Sept 7 – 11 Monday Holiday	Chapter 2 Review/Labs	Chapter 2 Exam/Chapter 3
4	Sept 14 – 18	Chapter 3 Review/Labs	Chapter 3 Exam/Chapter 4
5	Sept 21 – 25	Chapter 4 Review/Labs	Chapter 4 Exam/Chapter 5
6	Sept 28 – Oct 2	Chapter 5 Review/Labs	Chapter 5 Exam/Chapter 6
7	Oct 5 – 9	Chapter 6 Review/Labs	Chapter 6 Exam/Chapter 7
8	Oct 12 – 16	Chapter 7 Review/Labs	Chapter 7 Exam/Chapter 8
9	Oct 19 – 23	Chapter 8 Review/Labs	Chapter 8
10	Oct 26 – 30	Chapter 8 Exam/Chapter 9	Chapter 9 Review/Labs
11	Nov 2 – 6	Chapter 9	Chapter 9 Exam/Chapter 10
12	Nov 9 – 13	Chapter 10 Review/Labs	Chapter 10
13	Nov 16 – 20	Chapter 10 Exam/Chapter 11	Chapter 11 Review/Labs
<i>Last Day to Drop: Friday, November 13</i>			
14	Nov 23 – 27	Thanksgiving Break	
15	Nov 30 – Dec 4	Chapter 11	Chapter 11 Exam Final Review
16	Dec 7 – 9 Finals start Dec 10	Final Review	Final Exam Skills Exam will be given during Final Week
17	Dec 14 – 16	FINAL EXAM WEEK	



Absentee Policy

Your punctual attendance and your participation are required for successful completion of the course. You may be dropped from the course without notice after a total of two weeks of class absences (3 times tardy counts as one absence). Only currently enrolled students are allowed to attend classes and labs. Any student who officially withdraws from the course before the drop date and before the instructor has dropped the student from the course will receive a grade of "W" unless instructor drops the student with an "F" for cheating.

Any student that just stops coming to class and chooses to make an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships.

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 exams 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. 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.*

Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances and must make arrangements with their instructor prior to their absences. No incomplete grades will be given for failure to attend and participate. If you must quit, you should initiate an official withdrawal in the Admissions Office prior to the last date to drop courses: **Friday, November 13, 2015.**

Class Assignments and Labs must be turned in on time. Given extreme circumstances, you may be allowed to turn in an assignment slightly late with your instructor’s permission.

Quizzes and Exams must be made up within 1 week of the scheduled time the class takes the exam or by a date set by your instructor with prior approval.

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.

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on an exam, 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.

Cheating will not be tolerated. The instructor will drop any student involved in cheating from the course with a grade of “F.” All assignments (Exams, Programs, Homework, or Pop tests) 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.

Students are required to originate, complete, and maintain their assignments in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- copying files or lending your storage device to another student
- copying answers on exams or glancing at nearby exams
- printing work for someone else
- turning in assignments that have been used in other classes
- purchasing or selling assignments or exam materials
- **using another student’s username and password or letting someone else use your login.**

Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times. As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

- You are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
- You are to turn off cell phones, pagers, and any type of audio players.
- You are to remove headphones or ear buds.
- You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for all involved** in the act even if the person is in another class or previous semester.

Additional Classroom 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. Using the phone during any tests/exams will result in a zero grade for that test/exam. It can wait. If you must take a call or text, quietly leave the room and return when finished but not during a test/exam. Emergency calls for you should go through campus security at 903-798-3330.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Advising and Retention Department located in the Administration building 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.