

**Angelina College
Business Division
ITNW 1325
Instructional Syllabus**

I. BASIC COURSE INFORMATION

- A. Course Description:** (as stated in the bulletin, including necessary pre requisite courses, credit hours)
Three credit hours. Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Three lecture hours each week including lab exercises. Prerequisites: Satisfy Business Division guidelines. See Division Director. Lab Fee
- B. Intended Audience:**
This is a freshman-level course that is intended for Computer Information Systems majors and/or students who wish to pursue the Microsoft Technology Associate (MTA) Certification.
- C. Instructor:**
Name: Robyn Segrest
Office Location: N/A – Meetings may be scheduled as needed
Office Hours: M – F 7:45 – 9:15 and 3:45 – 5:00
Phone: (936) 633-7139
E-mail Address: rsegrest@angelina.edu

II. INTENDED STUDENT OUTCOMES:

A. Core Objectives

1. **Critical Thinking Skills** to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
2. **Communication Skills** to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Personal Responsibility** to include the ability to connect choices, actions, and consequences to ethical decision-making

B. Course Objectives for all sections –

1. The student will demonstrate the ability to identify and use the appropriate network transmission media.
2. The student will explain the OSI model.
3. The student will recognize the primary network topologies, protocols, identify their characteristics, and determine which would be most appropriate for a proposed network.
4. The student will demonstrate an understanding of the functions of a network operating system and be able to distinguish between centralized, client/server, and peer-to-peer systems.
5. The student will demonstrate the ability to distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs).
6. The student will identify the components used to expand a LAN into a WAN.

III. ASSESSMENT MEASURES OF STUDENT LEARNING OUTCOMES:

A. Assessments for the Core Objectives –

1. **Critical Thinking Skills** – Students will research an assigned topic and write a well-developed essay which requires them to draw an opinion based upon their understanding of the facts. The essay will be assessed using a rubric which incorporates the Angelina Institutional Rubric for Critical Thinking Skills.
2. **Communication Skills** – Students will research a topic and write a well-developed essay summarizing the researched topic. The essay will be assessed for writing skills and synthesis ability. Communication skills will be assessed using a rubric which incorporates the Angelina Institutional Rubric for Communication Skills.
3. **Personal Responsibility** – Students will learn personal responsibility by keeping up with their assignments and submitting them on or before their due dates. Students adherence to deadlines will be assessed using a rubric which incorporates the Angelina College Institutional Rubric for Personal Responsibility.

B. Assessments for Course Objectives for all sections –

1. The student will demonstrate the ability to select and use appropriate network transmission media.
2. The student will demonstrate an understanding of the OSI model by correctly answering embedded questions on an exam.

3. The student will recognize the primary network topologies and protocols, identify their characteristics, and determine which would be most appropriate for a proposed network by completing a case study.
4. The student will demonstrate an understanding of the functions of a network operating system and be able to distinguish between centralized, client/server, and peer-to-peer systems by correctly answering embedded questions on exams.
5. The student will demonstrate the ability to distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) by correctly answering embedded questions on exams.
6. The student will identify the components used to expand a LAN into a WAN by correctly answering embedded questions on exams.

IV. **INSTRUCTIONAL PROCEDURES:**

A. **Methodologies utilized in presenting course content (lectures, audio-visual presentations, discussions, examinations, student presentations, field trips, guest speakers, etc.)**

Course Delivery - The course is structured into weekly modules. Each module starts on 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday night U.S. Central Time. Each week there will be readings from the text and/or articles/cases. I may also provide some audio/video presentations on topics that are important, but have not been discussed well in the book.

The discussions are a critical part of the course as you will learn, as much - if not more - from other perspectives on an issue, as from your own interpretations. Depending on the class size and the particular assignment, the majority of the discussions will be open to the entire class while some may be limited to groups within the class. There may be some group activities and/or a group project, which will allow you to benefit from the experience of others and give you experience of working in virtual groups. While you may submit chapter review questions up to two days past the due date (with a grade penalty) I will not accept late discussion posts. Each Monday there will be a new topic for discussion so it is imperative that you submit your posts no later than Sunday 11:59 p.m. CST.

V. **COURSE REQUIREMENTS AND POLICIES:**

A. **Required Textbooks, Recommended Readings, Materials, and Equipment –**

1. **Textbook:** Required Textbook – you may rent, purchase a hardback, or utilize e-books:
Network+ Guide to Networks, 7th Edition, Cengage Learning
ISBN: 978-1-305-09094-1
2. **Internet Access:** Preferably a high-speed connection since some of the content will be video/audio.
3. **Hardware/Software:** The course content will be available on the web and documents will be in Microsoft office 2010 format or Adobe PDF. Media would be in the form of flash or mp3/mp4, which are easily accessible on most platforms. The course does not require a particular hardware platform.

B. **Course Policies – This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.**

1. **Assignments:** All assignments are due on the date/time stipulated. There are no exceptions. Do not wait till the last minute to submit. If you are submitting very close to the deadline, any technical problems with your computer or your internet connection may lead to missing the deadline.
2. **Grades:** All grades will be posted on Blackboard, within four days of the test/assignment submission date. You may grade reviews for seven days after grade posting. After seven days they will be considered final. The final grade in the course is FINAL.
3. **Communication:**
 - a. **Course Announcements:** All announcements relating to the course will be made on Blackboard.
 - b. **Discussion Boards:** There are three discussion boards being used in the course that will not change:
 - i. **Course Q&A:** Use this for all questions relating to the course, the course deliverables, questions on the content etc.
 - ii. **Tech Support:** Use this forum for any problems with any of the tools we use in the course.
 - iii. **Water Cooler:** Use this forum post anything that you might be interested in or think that the other students might be interested in even if it is not course related. Use it as a virtual lounge or break room.
 - iv. **Forums for class discussions** will appear at 11:59 PM Sunday the week those discussions are to occur. The forums will close at 11:59 PM the following Sunday.
 - c. **E-mail:** Please use my e-mail above for all private communication that cannot go on the discussion board. If I believe that your question is better answered on the discussion board or that others may have the same question, I may ask you to post it there before I answer it.
 - d. **Appointments:** I will be available for appointments – either individual or group - to address any issues that cannot be resolved on the discussion forum or over email. Appointments will be after 4:00 p.m. M-F.
4. **Academic Assistance –** If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see

Karen Bowser, Room 208 of the Student Center. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Bowser will assist you with the necessary information to do so. To report any complaints of discrimination related to disability you should contact the Office of the Dean of Instruction, (936) 633 – 5201, Room A105.

5. **Attendance** – You are expected to attend/participate in class regularly. According to Angelina College’s policy an instructor may drop a student after 3 consecutive or 4 accumulative absences, and if the student wishes to be readmitted, the approval must come from the Dean of Instruction. **If you are unable to complete this course, you must officially withdraw from the course by November 7, 2016.** If you stop attending/submitted assignments and do not withdraw, you will receive a performance grade of “F”.

C. Additional Policies Established by the individual Instructor –

What I expect from you:

An Online Course requires you, the student, to be in control of your learning. In a face-to-face (F2F) course, I can play a much bigger role in actively directing your learning. In an online course, I have to do a lot more work in designing an appropriate learning environment, so that you can learn at your own pace. Since you are in control, you need to be disciplined enough to stay up to date with the course. The following tips will help you succeed in the course:

1. **Blackboard Login:** Log in to Blackboard several times a week to view announcements, discussion posts and replies to your posts. You may need to log in multiple times a day when group submissions are due.
2. **Manage your Time:** Online courses add another level of complexity. This requires good planning. Good planning allows you to plan for the unexpected sickness, travel requirements, Internet outages etc. Allow for 5 - 8 hours per week on this course, which would mean about 2 hours per day for 4 to 5 days of the week. This is no different than a F2F course, where we would meet for about 3 hours and you do 2-4 hours of work outside the classroom.
3. **Keep track of due dates:** Use the calendar tool on Blackboard to keep track of due dates. Print out the schedule at the end of the syllabus, but look for updates on Blackboard.
4. **Plagiarism and Cheating** – Plagiarism is a form of cheating. Students are NOT allowed plagiarism in any form. Duplications of the work of others will result in a grade of ZERO (0) for the work. Any work which requires research also requires documentation. All sources must be documented with parenthetical referencing (author, date) and the sources cited. Copying and Pasting without quotation marks is plagiarism, which is cheating. Work containing cut and paste will not be graded (resulting in a zero (0) on the assignment). If you need a quote (for emphasis only) – make SURE you have provided quotation marks. Failure to do so will result in a zero (0) on the assignment. Cheating includes copying the work of classmates on assignments or exams. Cheating will result in a zero (0) for the assignment/exam and possible failure of/expulsion from the course.

What your peers expect from you:

1. **Netiquette:** In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. The following tips for interacting online in e-mail and/or Discussion Board messages are adapted from guidelines originally compiled by Chuq Von Rospach and Gene Spafford and expanded on by many others since.

Netiquette Basics:

- a. Help those who are new and may not understand how to use the internet effectively - Remember you were there once too.
- b. Everyone using the internet should act as if they are having a face-to-face conversation.
- c. Treat others as you want to be treated - with dignity and respect.
- d. WRITING IN ALL CAPS IS CONSIDERED YELLING
- e. Do NOT use texting abbreviations. Not all users will understand LOL, OMG, etc.
- f. Use of foul language is inappropriate.

Posting:

- a. Use descriptive subject lines.
- b. Avoid large attachments - Internet speeds vary.
- c. Only attach items with common file extensions (i.e.: PDF, JPEG, DOC) to ensure they can be opened. This is especially true for Mac users.
- d. Use spell check and grammar check before posting.
- e. Proof read your post to ensure it reads well and makes sense.

Commenting and/or Replies:

- a. No personal attacks - The use of constructive criticism is expected, but should be directed at helping others.
- b. Leave emotions out - emotions can be misconstrued as personal attacks.
- c. If you are pointing out a problem be helpful and provide a solution to that problem.
- d. Keep comments and/or replies short and to the point.
- e. Stay on topic. Tangents serve no purpose and will quickly have the reader moving on.

Confidentiality

- a. Do not repost without prior consent - The length of time something lives on the internet is unknown
- b. Do not post personal information like phone numbers, addresses, or anything that could be used for Identity Theft

2. **Giving Feedback:** This course is designed along the principles of synergy and collaborative learning. Therefore, it is important that all students understand how to provide quality feedback to their peers. Here are a few tips for providing, positive, constructive, and useful feedback to peers:

- a. Be empathetic and remember that this environment is a safe place for making mistakes.
- b. Use nonjudgmental language and phrases that do not attack an individual. One way of doing this is to ask the individual to discuss his/her process for making the final decision.
- c. Use specific questions, examples, and references to research as a way of making your point.
- d. Make your feedback useful by providing suggestions that the individual can understand and use to improve her/his work.

What you can expect from me

As your instructor, I am committed to providing a quality learning experience through thoughtful planning, implementation, and assessment of course activities. I am also committed to being readily available to students throughout the semester by:

1. being available by appointment,
2. by replying to questions in the forum/email within 24 to 48 hours and,
3. to returning graded course work with feedback no later than four days after each assignment's due date.

Within our Discussion Board, it is my job to initiate thoughtful, on-topic discussions, encourage student-to-student communication, and mediate when necessary. Therefore, it is not the instructor's responsibility to respond to every post, but encourage students to take ownership of the learning process by responding to each other.

Guidelines for Assignments

Assignments will consist of the end-of-chapter review questions, two discussions per week, three exams, and a network design project.

Chapter review questions will be accepted up to 2 days beyond the due date. ***However, if turned in late, a penalty of 5 points will be assessed for each day late. If not turned in by the second day after the due date, a grade of zero (0) will be recorded.***

Discussions are an integral part of this course. There will be two discussions per week. One discussion will be over the text you are assigned to read for the week. The other discussion will be over a current technology event in the news. You are required to create one post reflecting your personal thoughts/questions regarding the subject I present. You will also respond to two other posts. I ***highly*** encourage you to submit your posts prior to Sunday of each week in order to give yourself and your classmates enough time to consider and appropriately respond to your thoughts, ideas, and questions. These discussions are intended to be professional and thoughtful please use appropriate and proper spelling and punctuation. When posting discussions in forums, create a new thread in the forum for your original thoughts/answers to the topic being discussed. When responding to a classmate's post you should post as a reply to their thread using the 'Reply' button. ***Discussion topics will be closed at 11:59 PM each Sunday and the new topic will open. You will not be able to post late to the course discussion area. Every required discussion you fail to post to will result in a zero (0).***

Three **exams** (which include the final exam) will be administered during the semester. The exams must be taken in class on the date scheduled. ***If you miss an exam, you may take a comprehensive final exam, in addition to the scheduled final exam. The comprehensive final exam will only replace one missed exam.*** The final exam is not comprehensive.

Network Design Project You will be given a scenario to design a network for a company. You will utilize all of the topics we study throughout the course and be required to do extra research beyond the scope of the text. You will receive a separate outline detailing the requirements of this paper no later than week 7. You will be required to cite all sources used in the MLA format. For assistance with formatting in the proper MLA

format, visit the Tutoring Center in the Library. You will submit your paper through the Assignment Tab in Blackboard.

Extra Credit: There will be a comprehensive quiz for 10 extra credit points available at the end of the semester. It will be administered online through Blackboard and will be due by 11:59 PM on Sunday December 11, 2016.

VI. COURSE OUTLINE

A. **Required content/topics of the course**

Topics

Chapter 1 – Introduction to Networking
Chapter 2 – How Computers Find Each Other on Networks
Chapter 3 – How Data is Transported Over Networks
Chapter 4 – Structured Cabling and Networking Elements
Chapter 5 – Network Cabling
Chapter 6 – Wireless Networking
Chapter 11 – Wide Area Networks
Chapter 10 – Network Segmentation and Virtualization
Chapter 7 – Cloud Computing and Remote Access
Chapter 12 – Industrial and Enterprise Networking

Introduction to Course – Syllabus, how to contact instructor, course requirements

Introduction Posts

Current technology discussion

Read Chapter 1

Current technology discussion

Chapter 1 Discussion

Chapter 1 Review Questions

Read Chapter 2

Current technology discussion

Chapter 2 Discussion

Chapter 2 Review Questions

Read Chapter 3

Current technology discussion

Chapter 3 Discussion

Chapter 3 Review Questions

Current technology discussion

Exam #1 (Ch. 1 – 3)

Read Chapter 4

Current technology discussion

Chapter 4 Discussion

Chapter 4 Review Questions

Read Chapter 5

Current technology discussion

Chapter 5 Discussion

Chapter 5 Review Questions

Read Chapter 6

Current technology discussion

Chapter 6 Review Questions (Due Sunday, 10/23)

Read Chapter 11

Chapter 11 Discussion

Chapter 11 Review Questions (Due Sunday, 10/30)

Exam #2 (Ch. 4 – 6, 11)
Read Chapter 10

Chapter 10 Review Questions
Read Chapter 7

Current technology discussion
Chapter 7 Review Questions
Read Chapter 12

Thanksgiving Break

Chapter 12 Discussion
Chapter 12 Review Questions

Current technology discussion
Network Design Project

Final Exam

VII. EVALUATION AND GRADING:

Grading Criteria

Exams	300
Discussions	220
Chapter Review Questions	130
Network Design Project	<u>50</u>
	700 points possible

A. Determination of Grade

A	630 – 700
B	560 – 629
C	490 – 559
D	420 – 489
F	Below 420

VIII. SYLLABUS MODIFICIATION:

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.

