MGMT 4336 Networks & Data Communication
Section D10
Summer 2020

Course Description/Overview
A first course in data communications and networking. Topics include: IP networks and services, comparative network configurations and communications protocols, function and purpose of physical network components, resource sharing, client-server systems, administrative issues and tools, and industry standards. Provides initial training and opportunity for professional Network certification.

Prerequisite Knowledge
Management 3343 and Computer Science 1315, or equivalent.

Course Technology
Access to course materials, online assignments, and synchronous sessions is via Blackboard. TestOut courseware is used extensively. Some assignments may require the use of Microsoft Word.

Class Meeting Times
This is an online class. Lectures are through synchronous sessions whose times will be announced in the class announcements board. NOTE: The final exam is proctored and must be taken in person.

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Faculty/Instructor Information
Name
Dr. Jeremy St. John, Assistant Professor of Management Information Systems
Office: Rassman 247
Phone: (325)486-6620 (office)
E-Mail: Jeremy.StJohn@angelo.edu
Office Hours: Monday 10:00 to 11:45 AM; 12:45 to 2:45. Other times by appointment.

Course Objectives
Learning Objectives:
Upon completion of this course, students will be able to...

1. Gain knowledge of PC hardware installation and configuration.
2. Gain knowledge of Windows client computer use and administration.
3. Enumerate the TCP/IP suite and ISO’s OSI reference model layers and their functions.
4. Demonstrate competence in the use of common network configuration and trouble-shooting tools.
5. Distinguish between common network equipment such as routers, switches and firewalls.

Assessment Methods

Course Requirements:
Students will be required to complete all work given, including courseware, individual assignments and all the chapter questions as well as the comprehensive final assessment as described below.

Courseware:
All sections and/or subsections in TestOut must be completed in sequential order without skipping sections and/or subsections. When calculating the percentage complete, only those sections and/or subsections that have been completed in order without skipping sections and/or subsections will be used in the percentage complete calculation for the progress check.

Quizzes:
All quizzes will be taken through TestOut. NOTE: Although this is an online class, the final exam is proctored and must be taken in person during finals week.

Final Exam:
TestOut’s Network Pro certification exam will be the final exam for this class. It is a pass or fail exam. NOTE: Although this is an online class, the final exam has to be proctored and must be taken in person during finals week, day and time TBA. OTHER COMMENTS: The final exam is more lab oriented than quiz oriented. You can repeat the labs an unlimited number of times. Once you go through the courseware there is also a very helpful appendix that helps you prepare for the certification exam.

Labs:
Labs in TestOut can be repeated an unlimited number of times until the student is satisfied with his or her performance. The average grade as reported in TestOut will be used in the gradebook.

TestOut Quizzes:
Quizzes taken in TestOut can be taken up to two times and the average score will be used in the gradebook. More than two attempts will result in a grade reduction for each quiz taken more than two times.
**Discussion Questions:**
Discussion questions are generally two parts: a posting (50% of grade) and a response to someone else’s posting (50% of grade). Discussion questions require timely interaction with other students and will not be accepted after the due date.

**Progress Checks:**
A goal of this class is to take the TestOut Network Pro certification test at the end of the semester.
A schedule for achieving this goal is provided in the Blackboard course website under “Network Pro Progress Chart”. Every other week, your progress in TestOut will be assessed and a grade will be assigned based on whether or not the weekly goal has been achieved.

**Synchronous Sessions:**
Students are expected to participate in a weekly synchronous session with the instructor. Each session will be recorded. To earn the full Synchronous Session points students must either attend the live session and submit a 3 to 5 sentence long response, or watch the recording and submit a 3 to 5 sentence long response.

The response may be a short description of what the session covered, questions you might have about session topics, or comments pertaining to any part of the session. It has to be substantive and specific to the session topic.

**Required Courseware**

TestOut Network Pro  

NOTE: Students should never purchase TestOut course from another student or off a website like eBay.com or Amazon.com as once the activation code is used then it cannot be used for another student. The TestOut course license cannot be resold by an individual.

**Grading Policies**

This course employs the following to measure student learning.

**Grade breakdown**
The following activities will be used to calculate the grade for the course:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>TestOut Quizzes</td>
</tr>
<tr>
<td>20%</td>
<td>Final Exam</td>
</tr>
<tr>
<td>20%</td>
<td>TestOut Labs</td>
</tr>
<tr>
<td>14%</td>
<td>Progress Checks</td>
</tr>
</tbody>
</table>
Grading System
Each activity (exam, homework assignment, quiz, etc.) will be graded on the basis of 100%. Weighted averages will be computed at the end of each assessment opportunity. The grading system for the course is given in the following table.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Semester Combined Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 or above, plus pass the Network Pro certification test</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89.9</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79.9</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69.9</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

NOTE: In order to earn a grade of ‘A’ for this course, you will be required to take and pass the Network Pro Certification test.

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %
B = 80 – 89 %
C = 70 – 79 %
D = 60 – 69 %
F = 59 % and below.

Response Time
The primary means of communication will be classroom announcements, emails and the online course management system. I generally respond to emails during weekdays within 24 hours, and within 48 hours on weekends. Quizzes are graded automatically, and you should see your score for quizzes immediately on completion.

Missed/Late Work
This course is self-paced. You are free to complete your assignments in advance, but you need to meet the deadlines outlined on the course found on the last page of this syllabus. Late work assignments are not accepted without a university approved excuse, and completing assignments early is encouraged.
Participation/Absenteeism

Progress checks are used to determine and grade class participation. Time spent working on required lessons and videos are recorded and may be used as input for determining progress checks. Additionally, students are expected to participate in several synchronous sessions with the instructor. Students may participate live or watch a recorded session within 72 hours to count as participation. Not participating in synchronous sessions may lower your progress check grade.

Final Exam
The final exam involves testing for Network Pro certification. The final exam is proctored and must be taken live in the classroom during finals week.

Course Policies

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do no violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated
**Courtesy and Respect**

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

**Accommodations for Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford  
Director of Student Development  
Office of Student Affairs  
University Center, Suite 112  
325-942-2047 Office  
325-942-2211 FAX  
Dallas.Swafford@angelo.edu

**Student absence for religious holidays**

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Course Drop**

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.
**Incomplete as a Course grade**

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

**Grade Appeal Process**

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.