

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

ITCC 1314 H1

Christopher Morris

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the Installation of game consoles, scanners, and cameras. **This is the first course in the new Version 7 THREE course series preparing students for the CISCO Certified Network Administrator certification (CCNA)**

Semester Hours 3 (2 lec/3 lab)

Prerequisites and/or Corequisites:

There are NO prerequisites or co-requisites for this course. In order to continue with the Cisco courses, and in addition to assignments and labs that will be assigned, you MUST pass Cisco's Final Exam before registering for the next Cisco course. The Cisco Final Exam of 75 or higher will allow you to proceed in the Cisco Academy. Final Scores 74 and below will require you to wait one year to retake Cisco 1.

Course Notes and Instructor Recommendations:

Recommendations: While enrolled in this course you are required to have a working computer and Internet connection throughout the semester, or plan to complete readings and assignments on campus. The instructor recommends that student should be disciplined and motivated and be able to read and interpret directions easily from the textbook as well as on Brightspace or the Cisco Academy site.

Syllabi Corrections: Students will be informed of any amendments and corrections by an updating of the Syllabus/Instructor Plan in Brightspace or in the Announcements. Any printed copy of the syllabus that you may have printed early in the course may not be the most current. The online Syllabus/Instructor Plan posted on the Brightspace course site is the applicable version and will be used as course policy by the instructor.

I am looking forward to a great semester working with each of you. Please remember that I am here for each of you. If you need help, contact me as soon as possible by email or come by BTB 106.

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Instructor Information:

Instructor Name: Christopher Morris
MCC Email: crmorris@mclennan.edu
Office Phone Number: (254) 299-8270
Office Location: BTB 106
Office Hours: Posted on office door
Other Instruction Information: Other times as requested

Required Text & Materials:

Title: Introduction to Networking Companion Guide, version 7
Author: Cisco Networking Academy
Edition: Version 7
Publisher: Pearson for Cisco
ISBN:

Title: Introduction to Networks Lab & Study Manual
Author: Cisco Networking Academy
Edition: v7
Publisher: Pearson for Cisco
ISBN:

Title: CCNA Portable Command Guide (Required)
Author: Empson
Edition: 4th edition
Publisher: Pearson for Cisco
ISBN:

- USB (also known as a stick or thumb drive) to save labs, software and other assignments
- 1” Loose Leaf Binder in Cisco RED (for your “Engineering” Journal)

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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Access to the Cisco Academy (Netacad):

Access to the Cisco Academy Network: **On the first day of class you** will be receiving an invitation to be part of the Cisco Academy (It will be sent to you MCC student email address) It will give you directions on how to find your course and enroll in it, along with a temporary password. **WE WILL BE DOING THIS IN CLASS SO PLEASE WAIT TO DO THIS STEP**

Methods of Teaching and Learning:

Teaching methods will include lecture, discussions, lab exercises, projects, learning assignment, handouts, presentations, written reports, papers, exams, quizzes, and/or tutorial software.

The assignments in this course are designed to facilitate students in examining and understanding computer systems. The assignments include:

- Readings (in texts or online)
- Assignments using Packet Tracer
- Complete some Labs using our racked equipment such as: Switches, Routers, connections
- Projects and Assignment Discussions
- Information on our Academy or Brightspace site (Videos/Notes, etc.)
- Supplemental Material from Cisco or the Internet
- Instructor Lecture videos
- Written Assignments
- Chapter Assessments (Packet Tracer, Exams, Quizzes)
- Final Exam (Questions and/or Hands-On or both)

Packet Tracer, Racks and Lab Assignments: There are several written and lab assignments to allow students to understand the course content and to enhance retention, interpret concepts, integrate content into thinking and decision-making, practice skills, and apply content to real world situations. Generally, written assignments will be submitted by students through the Cisco Academy classroom and NOT the BrightSpace account. Please follow all directions and DO NOT email me any of the assignments.

Chapter Quizzes: These are intended to encourage students to work throughout the course to understand and retain the course content. Chapter quizzes focus on the technical and specific course content especially terminology and specification details. Chapter quizzes may be taken as many times as needed in order for students to drill or practice with this

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detailed information and they are **not counted for a grade.**

Chapter Exams: These are used to see what you as a student has learned and retained in the chapter and that you understand the course content. You may take the Chapter Exam up to THREE times, with only the HIGHEST grade showing in the gradebook. This is a major part of your course.

Final Exam: This exam is to measure how well students have grasped the course terminology, the concepts and technical specifics covered in the course. In order to be able to take Course 2: the student MUST PASS THE ACADEMY FINAL with an 75 or higher.

NOTES on Final exam: The final exam will cover all of the chapters and will be completed at the end of the semester. The final exam is required by Cisco to pass the course. The final exam MUST be completed in a classroom and may require the use of switches, routers and cabling. You may use any hand written notes, content that I have given you in class, your Engineering Journal BUT NOT your text. In order to continue with Cisco 2, you MUST pass Cisco's final exams. This is a Cisco requirement, not mine. Your exam may have more than 1 part.

IF YOU NEED TO TAKE THE EXAM PRIOR TO THE DUE DATE, IT IS YOUR RESPONSIBILITY TO REMIND ME OR MAKE ARRANGEMENTS AS NEEDED.

Student Responsibilities

The student's major responsibilities are as follows:

- Check MCC email at least 3 times per week minimum
- Read the chapters BEFORE coming to class and study appropriately
- Devote the right amount of time to this class to be successful – plan on a lot of time
- Be conscientious, responsible and accountable – do your own work AT ALL TIMES
- **Contact instructor with any concerns or issues that you may have**

Course Objectives and/or Competencies:

Course Objectives: Set up a networked system and share resources such as files and printers; plan and install a home or small business network and connect it to the Internet using critical thinking to troubleshoot the Internet connection; recognize and mitigate security threats to a small network; and configure common Internet applications and basic PC services.

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Competencies: Upon completion of ITCC 1314, students will be able to:

- Describe basic networking hardware
- Convert numbers between the decimal, binary and hexadecimal systems
- Describe the selection, installation and maintenance of a NOS
- Describe the basics of connecting to a network
- Build and test cables used in network connectivity
- Select and obtain addresses to be used in network connectivity
- List the models and protocols used in network connectivity
- Set up and secure a basic wireless LAN
- Protect a LAN against basic attacks
- Troubleshoot common LAN problems

Course Outline or Schedule:

This is a ** TENTATIVE** course schedule and subject to change. Students will be informed of any changes made via Brightspace Announcements.

Spring 2022	ITCC 1314 CISCO 1 Topic Schedule
Week 1	Orientation and Introduction to Networks (Texts, Cisco Academy, Course Pretest, Discuss Course, Packet Tracer)
Week 2	Modules 1-3 Basic Network Connectivity
Week 3	Labs and Exam due
Week 4	Modules 4-7 Ethernet Concepts
Week 5	Labs and Exam due
Week 6	Modules 8-10 Network Communication
Week 7	Labs and Exam due
Week 8	Modules 11-13 IP Addressing
Week 9	SPRING BREAK
Week 10	Modules 14-15 Network Applications Comm
Week 11	Labs and Exam due
Week 12	Modules 16-17 Building Small Networks
Week 13	Study
Week 14	Complete Practice and Skills Test
Week 15	Skills test
Week 16	FINAL EXAM

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Course Grading Information:

For this course the grades will be weighted as follows:

Chapter Assignments and Skills:	40%
Chapter Exams:	30%
Final Skills Exam:	15% (Academy Exam – required to pass to continue in Cisco Academy)
FINAL Exam (Cisco Academy Exam)	15% (Academy Exam – required to pass to continue in Cisco Academy)

Grade Distribution:

90 – 100	A	Excellent/Superior
80 – 89	B	Above required performance
70 – 79	C	Meets required performance
60 – 69	D	Below required performance
Below 59	F	Fail course

Late Work, Attendance, and Make Up Work Policies:

MOST of the assignments in this course builds on previous lessons or discussions. Therefore, students must attend at least 75% of scheduled classes (the equivalent of four classes or two weeks of online assignments). Students ATTENDANCE is determined by the students' participation on assignments and their promptness at completing projects, **not how often you log into Brightspace or the Academy. Until the census date (see announcements in Brightspace/MCC Calendar)**, if student has not done any assignments, and/or not logged into Brightspace, and/or not attempted to contact instructor by phone, in person, and/or email, the instructor will assume he/she does not intend to take the course and will drop you automatically, no questions asked. Lack of participation in Brightspace during the first two weeks is the same as being absent.

Not doing assignments is like skipping a face-to-face course on campus. You are only entitled to 25% absences and, as per my Syllabus.. Thus after 3-4 missed assignments (consecutive or not), I may drop you from the class. I will be emailing your MCC email account as per MCC rules.

After census date, if student no longer participates instructor will assign a grade of “F” at the end of the semester. Last day to drop with a W IS **03/21/2022** **If a student wants to drop the class for any reason and at any point in semester, it is his or her responsibility to contact the instructor in order to do so. The student must email the instructor so that the instructor can process a drop for the registrar.** I do not mind processing the drop to save the student a trip to campus BUT *it is student's responsibility to politely ask instructor to do so. Email must state that you want me to drop you AND WHY.* Please have your full name as

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well as student ID in signature of email. DO NOT provide your social security in email. IF YOU DO NOT CONTACT INSTRUCTOR YOU WILL NOT BE DROPPED AND WILL RECEIVE THE GRADE YOU EARNED AT END OF SEMESTER.

Late work will not be accepted without written proof of an emergency (doctor or hospital note) Make-up exams and assignment are not permitted without written proof of extraordinary circumstances or a updated doctors/hospital excuse.

It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Finally, due dates will NOT be modified by absences.

PLEASE DON'T PRINT OUT THE LABS OR TEXTBOOK ON THE CLASSROOM PRINTERS!!! You may go to the CIS Lab or Library to print using your student card.

Finally, it is the students responsibility to drop the course if they so choose. Drops processed before the official drop date will receive a "W". Drops processed after that date will depend on the student's course grade. Barring extenuating circumstances, the rule is: If the student is passing a "W" will be given. If the student is not passing, an "F" will be given.

CLASS ATTENDANCE:

This course will meet on Tuesday face to face. We will discuss the weekly topics, information from the text, complete some labs and assignments. The tests will be turned on as needed after our discussion of the chapter, and you will have ONE week to take the test. The Exams can be taken in the classroom or from home. I WILL NOT RESET ANY MISSED EXAMS.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain online and in class decorum that includes respect for other students and the instructor via email, discussion board or personal appearance or in the classroom or other campus location. Prompt and regular attendance via class days, meeting all due dates/ times, not talking, emailing or joking in class or online and an attitude that seeks to take full advantage of this educational opportunity.

Activities of successful students:

- Reading, understanding and abiding by the Syllabus
- Checking MCC student email and the discussion forums daily
- Studying appropriately
- Devoting the right amount of time to this class to be successful
- Being conscientious, responsible and accountable

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- Contacting instructor with any issues
- In online classes logging into Brightspace and your student email every day and checking Announcements and grades reporting any discrepancies within one week of grade being posted.
- Check your work before sending, making sure you have attached files properly and in the correct format.
- Pace yourself and do not wait until the last minute to do your work.
- You must have a backup plan in case your computer goes down or Internet connection is interrupted. It is your responsibility and due dates will not be modified.
- Being professional, courteous and respectful to the instructor and to each other

MY Academic Integrity Statement:

I do not tolerate cheating and plagiarism in any form or for any excuse. I expect you to conform to the college's code of academic honesty as specified in the Rules and Regulations of the MCC Highlander Guide (see link below)

This includes cheating, plagiarism, failing to follow instructions, representing someone else's work to be your own or having your work represented as someone else's, using notes or text inappropriately, submitting work not completed individually by the student turning it in, and any other form of a dishonest representation of a student's work or performance.

While I encourage you to work together, there are situations where work is expected to be the student's whose name appears on the work. Quizzes and exams are obvious examples of where cheating will not be tolerated. All assignments must be completed personally and individually by the student. Do not do any part of someone else's assignment nor instructor that the student has misrepresented his/her work in any way, the student will face severe consequences. If you study with someone or share books and ideas, be sure to turn in your individual work. **All assignments must be completed personally and individually by the student. Do not do any part of someone else's assignment nor allow them to use your work.**

If the instructor suspects you of any misconduct, it is up to the student to be able to prove instructor is incorrect. Be sure to keep all your written sources, e-mail correspondences, and other class materials until your final grade has been posted and grade issues have been resolved. If I suspect you of any misconduct, I will contact you and ask for an explanation. (If you do not respond to my request to speak about your assignment I will have no recourse but to treat it as a cheating offence.) After hearing your explanation, I will then make a decision. If I do

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find you have cheated or plagiarized, **the first offense will be a drop in one letter grade in the course.** The second offense for cheating and/or plagiarism of any sort is failure of the course.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.