



**ITNW 1358 Network +
Course Syllabus Spring 2014 Updated 1/7/2014**

Instructor	Name: Douglas (Scott) Hillman Tel: Office 713-718-6465 Cell 979-217-1744 Office: 1215 Holman St. Suite JDB210 J. Don Boney building Houston TX. 77004 Office hours: Tuesday and Thursday 5:00pm-6:00pm and by appointment. Email: scott.hillman@hccs.edu Websites: http://eagle.hccs.edu/faculty/hillman_s/index.html http://learning.hccs.edu/faculty/scott.hillman		
Course Reference Number (CRN)	74736	Course Level	Beginning
Course Description:	Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional.		
Course Prerequisite(s)	Must be at college-level skills in reading, writing, and mathematics		
Course Semester Credit Hours (SCH) (Lecture, Lab)	Credit Hours 3.0 (Lecture 2, Lab 4)		
Course Location/Times	Distance (100%) via Moodle	Total Course Contact Hours	96
Instructional Materials	Network+ Guide to Networks, 6th Edition Tamara Dean ISBN-10: 1133608191 ISBN-13: 9781133608196 © 2013 Network + 6th ed textbook website		
Instructional Methods (select one)	Distance (100%)	Type of Instruction	Lecture/Lab, Practicum
Course Length (number of weeks)	16 Weeks		

Course Requirement, Policy, and Course Calendar

<p>Instructor's Requirements</p>	<ol style="list-style-type: none"> 1. Adequate hardware including a 1 GHz or faster CPU, 1GB or more of RAM, graphics card with 128 MB of memory, 100 GB of disk storage space and handle multimedia items (sound and maybe a microphone [suggested but not required this semester]). 2. Windows XP – SP3 and/or Windows Vista or Windows 7 and 8 operating systems. 3. Internet Explorer version 7 or higher (your web browser software) 4. High speed Internet access (DSL or cable - dial up will NOT work) <p>DE Course Orientation: Each student is expected to complete the Distance Education Department's orientation. You complete an orientation for each course you are taking. Click on the "Orientations" link on the Distance Education's home page at: http://de.hccs.edu/</p> <p>Acceptance Guidelines: Not all people are well suited for independent study. A general set of guidelines is used to determine if you should be accepted into the Distance Education sections of ITNW1358. These guidelines will require you to:</p> <ol style="list-style-type: none"> 1. Be self-motivated or self-starter: This usually means having completed at least 6 credit hours of college and having a cumulative GPA of 2.5 or better. Exceptions must be approved by the instructor. 2. Meet the course prerequisites: This means being ready for ENGL1301 and MATH1314 (i.e. no remediation needed) and high school computer literacy or equivalent. 3. Already be familiar with microcomputers by having used: <ol style="list-style-type: none"> a. Windows 95, Windows 98, Windows ME, Windows 2000 Pro, Windows XP, Windows, and or Windows 7 and 8. b. An Internet browser c. Files and folders. This means that you should be able to create, rename, delete, locate, move and copy files and folders. You should also be familiar switching between the icon view and the details view in My Computer/Windows Explorer. A basic understanding of the above file management skills is required. 4. Have access to computer resources: <ol style="list-style-type: none"> a. either, have adequate hardware with software installed on a computer at home or work including adequate Internet access with DSL or cable speed b. Or, be able and willing to use open lab times provided by the college to complete the course. c. Please note, the network or computer going down the night before an assignment is due is NOT a valid excuse. Assignments have ample lead time before the Cut off Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem.
<p>Instructor Grading Criteria</p>	<p>Student Attendance/Participation is Mandatory: As a Distance Education section of this topic, you must make satisfactory progress in this course. Students may be withdrawn if the student misses turning in assignments or quizzes that total to more than 89 points (which is more than 12.5% of the course work prior to the Final Exam). Contact the instructor if you are having a problem. If you decide to quit participating in the course <u>before</u> the Last Day for Administrative/Student Withdrawals you should see the Registrar and properly withdraw so that you will receive a W. After the withdrawal date deadline, the instructor is not able to withdraw you. If you quit participating in the course <u>after</u> the Last Day for Administrative/Student Withdrawals, you will receive an F or FX. This will apply to all students. Incomplete grades are rarely given.</p> <p>Thus, as your Professor, I expect to have regular contact with you during the semester. Most of this contact will be electronically within the Moodle environment. Most interaction will be via the Announcements, Discussions and Mail tools and the grading of assignments.</p> <p>Professor Participation: I will normally enter the course via Moodle every business day (Monday thru Friday unless it's a Holiday), however for a variety of reasons (sick, out of town, computer broken, internet connection not working, etc.) I may not enter the course on a given day. Often I will enter the course more than once on a business day. I will usually enter the course on Saturday morning, but not always. Sometimes, I will enter the course on Sunday. Thus, it might appear that you have 24/7 instructor response and you could <u>wrongfully expect immediate response to all your needs</u>. I will try to respond quickly and you should normally have a response <u>within 3 business days</u>, so don't panic if you don't get a response in 30 minutes.</p> <p>Instructors are usually allowed up to two weeks to grade assignments, however, I will try to grade lab assignments within 7 days after the "Cutoff Date" for the assignment. In recent semesters, I have tried to grade all assignments within 2 to 3 days after they are submitted by students. All quizzes are self-grading and students can see their results immediately. I will read all Moodle "Mail" every time I enter the course and normally will respond that same day. Once in a while a</p>

	<p>student's question requires a couple of days for me to research his question to allow me to formulate a good (correct) response.</p> <p><u>Final Grade:</u> Your final grade will be posted within your Moodle course; however official grades are provided to students by the Registrar and are available shortly after the end of the semester. There is no other official method of posting a student's final grade. Final grades will not be given over the telephone by either the professor or any HCCS employee. If you need an official transcript, see the registrar and request a transcript be sent after posting of the grades for the semester.</p> <p>During the course, your progress (assignments and quiz scores) will be reported to you via the "My Grades" feature within Moodle. You should check this regularly to confirm your progress in the course is current.</p> <p><u>US Mailing Address, Telephone and Email Address:</u> Make sure that your address is correct on your student ID card and that HCC has your correct telephone and email information.</p> <p><u>Class Schedule:</u> The below due dates are established so as to prevent "Procrastination" on your part. It is "strongly suggested" that students set a regular study schedule. This will allow them to complete materials on or before the "Due Date". Students that work ahead will be able to handle unexpected situations that will occur in their life. Not working ahead might cause them to miss the due date for a Learning Module. Assignments not received and quizzes not taken by the "Cutoff Date" for a Learning Module will not be received and will be given the grade of zero.</p> <p>Assignments must be submitted and quizzes taken by 11:55:00 PM (on OUR CLOCK) on the "Cutoff Date". The "Due Date" is when we highly recommend finishing the module. The "Cutoff Date" is when the module MUST be submitted. Remember, you can always turn in assignments before the "Due Date", but never after the "Cutoff Date".</p> <p>If you are having problems completing course materials on time (by the "Due Date"), chat with the instructor. If you have over scheduled your life (working 40 hours a week and taking 15 credit hours of college instruction), have computer problems (my computer is broke and I don't know when it will get fixed) or don't have a textbook (too poor to buy one until payday) – DON'T BE SURPRISED IF THE INSTRUCTOR SIMPLY SAYS, "You should withdraw from the course". In other words, you might not get much sympathy and the instructor will expect materials to be submitted by the "Cutoff Date".</p> <p>However, under unusually circumstances (death or illness in the family and other items that greatly disrupt your life), the instructor might be willing to accept late materials. But the time to chat with the instructor is when something is "Due". Don't wait until the "Cutoff Date" to announce that you have a problem and would like some consideration; again – you might not get much sympathy.</p> <p>Final Exam Distance Ed only; classes require an on-campus visit. Final Examination is scheduled for: Friday May 2nd 1:00pm – 9:00pm, at the J. Don Boney building on the Central Campus which is located at 1300 Holman Room JDB206. The exam will be limited to 2 hours unless a student has ADA accommodations. (Be sure to arrive no later than 7PM on Friday in order to have 2 hours to take the exam. If you are an ADA student and are to receive 3 hours for testing time, then you must arrive no later than 5:00pm on Friday.) Potential conflicts should be resolved individually with your Instructor.</p> <p>EXAMS: MID-TERM 25%, FINAL EXAM 25%</p> <p>Each exam is composed to test knowledge and skills acquired through reading and participation.</p> <p>Exams are an evaluation of your individual knowledge and skill acquired.</p> <p>CHAPTER QUIZZES 25%</p> <p>Quizzes are an evaluation of your individual knowledge and skill acquired.</p> <p>DISCUSSIONS/FIELD TRIP AND/OR HANDS-ON ASSIGNMENTS 25%</p> <p>Your instructor will give you more specific information regarding this section.</p>
--	---

The grading scale is a follows:

COURSE GRADING:	
25%	Final Exam
25%	Mid-Term Exam
25%	Chapter Quizzes
25%	Discussions/Assignments/Field Trip
100%	TOTAL

Due dates	Due dates Cutoff date	Learning Modules	Notes
Week 1	TBA	Classes Begins – Introduction Module 1 Chapter 1	
Week 2	TBA	Module 2 Chapter 2	
Week 3	TBA	Module 3 Chapter 3	
Week 4	TBA	Module 4 Chapter 4	
Week 5	TBA	Module 5 Chapter 5	
Week 6	TBA	Module 6 Chapter 6	
Week 7	TBA	Module 7 Chapter 7	
Week 8	TBA	Module 8 Chapter 8	
Week 8	TBA	Midterm Examination chapters 1-8	
Week 9	TBA	Module 9 Chapter 9	
Week 10	TBA	Module 10 Chapter 10	
Week 11	TBA	Module 11 Chapter 11	
Week 12	TBA	Module 12 Chapter 12	
Week 13	TBA	Module 13 Chapter 13	
Week 14	TBA	Module 14 Chapter 14	
Week 15	TBA	Module 15 Chapter 15	
Week 16	May 2nd	Final Examination On Campus May 2nd Friday 1:00-7:00pm JDB206 Central College	

Learning Objective, Students Learning Outcome, and Program Spec

Note: This section of the syllabus provides the general course learning objectives, the expected students learning outcome, the course scope in terms of the department program, and the instrument used to evaluate the course. If you have any question, contact the instructor or the department.

HCC Grading Scale	<table border="1" data-bbox="524 695 1435 1031"> <thead> <tr> <th>Grade</th> <th>GPA Points</th> </tr> </thead> <tbody> <tr> <td>A = 100- 90</td> <td>4 points per semester hour</td> </tr> <tr> <td>B = 89 - 80:</td> <td>3 points per semester hour</td> </tr> <tr> <td>C = 79 - 70:</td> <td>2 points per semester hour</td> </tr> <tr> <td>D = 69 - 60:</td> <td>1 points per semester hour</td> </tr> <tr> <td>59 and below = F</td> <td>0 points per semester hour</td> </tr> <tr> <td>IP (In Progress)</td> <td>0 points per semester hour</td> </tr> <tr> <td>W(Withdrawn)</td> <td>0 points per semester hour</td> </tr> <tr> <td>I (Incomplete)</td> <td>0 points per semester hour</td> </tr> <tr> <td>AUD (Audit)</td> <td>0 points per semester hour</td> </tr> </tbody> </table> <p data-bbox="483 1066 1474 1192">IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.</p>	Grade	GPA Points	A = 100- 90	4 points per semester hour	B = 89 - 80:	3 points per semester hour	C = 79 - 70:	2 points per semester hour	D = 69 - 60:	1 points per semester hour	59 and below = F	0 points per semester hour	IP (In Progress)	0 points per semester hour	W(Withdrawn)	0 points per semester hour	I (Incomplete)	0 points per semester hour	AUD (Audit)	0 points per semester hour
Grade	GPA Points																				
A = 100- 90	4 points per semester hour																				
B = 89 - 80:	3 points per semester hour																				
C = 79 - 70:	2 points per semester hour																				
D = 69 - 60:	1 points per semester hour																				
59 and below = F	0 points per semester hour																				
IP (In Progress)	0 points per semester hour																				
W(Withdrawn)	0 points per semester hour																				
I (Incomplete)	0 points per semester hour																				
AUD (Audit)	0 points per semester hour																				
Course Student Learning Outcomes (SLO):	<ol style="list-style-type: none"> 1. Identify and define terminology, hardware, and software components of computer networks. 2. Utilize equipment, protocols, and topologies to differentiate between various network systems. 3. Demonstrate skills in installing network hardware, software, and cable; 4. Troubleshoot network connectivity. 5. Configure network protocols. 6. Install and configure network client software. 																				
Learning Objectives	<p>Identify and define terminology, hardware, and software components of computer networks. Utilize equipment, protocols, and topologies to differentiate between various network systems. Demonstrate skills in installing network hardware, software, and cable. Troubleshoot network connectivity. Configure network protocols. Install and configure network client software.</p>																				
Student Assignments	<p>Refer to the course calendar and learning modules</p>																				
Student Assessment(s)	<p>Refer to the course calendar and learning modules</p>																				

Program/Discipline Requirements:	Instructors will use syllabus that will satisfy CurricuUNET requirements and improve on-going assessment of student-centered learning and teaching.
Academic Discipline/CTE Program Learning Outcomes	Install, configure, upgrade, and troubleshoot personal computer operating systems Install, configure and troubleshoot networking hardware, protocols and services Manage and Maintain a Microsoft Windows Server 2008 Environment/Network Infrastructure. Demonstrate knowledge in General Security Concepts, Communication Security, Infrastructure Security, and Unified Communications.
SCANS and/or Core Curriculum Competencies: If applicable	Identify and define terminology, hardware, and software components of computer networks; Utilize equipment, protocols, and topologies to differentiate between various network systems; Demonstrate skills in installing network hardware, software, and cable; Troubleshoot network connectivity. Configure network protocols. Install and configure network client software.
HCC Policy Statement	
Access Student Services Policies on their Web site:	http://hccs.edu/student-rights
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site:	http://de.hccs.edu/de/de-student-handbook
Access CE Policies on their Web site for non-credit classes:	http://hccs.edu/CE-student-guidelines
Competencies:	Identify and use network transmission media; explain the OSI model Identify the characteristics of network topologies and protocols Identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN.

EGLS₃-- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

USE OF CAMERAS OR RECORDING DEVICES

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

DISTANCE EDUCATION (DE) ADVISING AND COUNSELING SERVICES

Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

ASKDECOUNSELING FORM

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

EARLY ALERT

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

HCC COURSE WITHDRAWAL POLICY

Beginning fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their [HCC Student Center](#).**
- **HCC and/or professors may withdraw students for excessive absences without notification** (see Class Attendance below).
- **Students should check HCC’s Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

CLASS ATTENDANCE

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Moodle class or they will be counted as absent. Just like an on-campus class, your regular participation is required. Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Moodle, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Moodle class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

DISABILITY SERVICES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the [Disability Support Services Office](#).

DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester: District ADA Coordinator – Donna Price – 713.718.5165 Central ADA Counselors – Jaime Torres & Martha Scribner – 713.718.6164 Northeast ADA Counselor- Kim Ingram – 713.718.8420 Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422 Southeast ADA Counselor – Jette Lott - 713.718.7218 Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910 Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

LIBRARY RESOURCES

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Moodle log-in page. This directs students to the HCC [AskOnline](#) Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

SOCIAL NETWORKING

DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

VIRTUAL CLASSROOM CONDUCT

As with on-campus classes, all students in HCC Distance Education courses are required to follow all [HCC Policies & Procedures](#), the [Student Code of Conduct](#), the [Student Handbook](#), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>