Course Description:
This course has been designed with the novice networking student in mind and covers all types of networks from the ground up. The course encourages new users to feel confident in moving onto a more in-depth course of study in network communications while obtaining the skills necessary to perform network installations and basic troubleshooting. The student truly gets a hands-on, interactive learning experience. The course includes many hands-on activities along with realistic case studies. Students also learn practical design methods for home, small business, and large enterprise networks.

Student Learning Objectives:
- Identify and use network transmission media
- Explain the OSI and TCP/IP models of communication
- 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
- Distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN.

Text and Supplies:
- USB Flash/Jump/Thumb drive (recommended size: 16-32GB)

Course Schedule:
A schedule of class meetings and coursework due dates is posted in CANVAS. This schedule is subject to change and/or alteration by the instructor as necessary to achieve the outcomes of the course.

Contact Information:
Instructor information including contact information and scheduled office hours is posted in CANVAS. Additional Applied Technology Division contact information is listed below

<table>
<thead>
<tr>
<th>Division Dean</th>
<th>Curt Pervier</th>
<th>TC 143</th>
<th>432-685-4677</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Heather Sanders</td>
<td>TC 109</td>
<td>432-686-4821</td>
</tr>
<tr>
<td>Division Secretary</td>
<td>Lisa Hays</td>
<td>TC 143</td>
<td>432-685-4676</td>
</tr>
</tbody>
</table>

Course Policies:
It is each student’s responsibility to become familiar with Midland College policies as detailed in the Midland College Student Handbook. Any requests for clarification of Midland College policies and their relevance to the course should be addressed to the course instructor.
Course Census: Students MUST actively participate in the course by completing an academically-related activity, assigned by the instructor, by the official course census date. Students who do not complete the census activity by the course census date will be reported as never attended and dropped from the course.

Students with Disabilities: Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Scholastic Dishonesty: The coursework submitted for this course must be original work prepared by the student enrolled in this course. Cheating, plagiarism, and any other form of academic dishonesty as defined in the Midland College handbook can result in appropriate disciplinary action.

Class Policies:

This will be a fast-paced course. It is important that students keep up with the schedule by studying outside of class and completing all assignments in a timely manner.

Participation: Active class participation in class discussions and activities is essential to successful completion of this course. Effective preparation for class includes reading course materials and completing assigned coursework outside of scheduled class meetings. Students who would like additional help in preparing for class meetings should contact the instructor for assistance.

Communication: Effective communication is critical to successful completion of this course. Questions about the course or requests for assistance with course materials should be addressed to the instructor in person, by telephone during scheduled office hours, and/or through CANVAS at any time. All digital correspondence between students and the instructor should be via student email and/or CANVAS. Personal email, text messaging, and other forms of digital communication are discouraged.

Cell phones: Cell phones must be placed on either vibrate or silent mode and should be accessed in emergency cases only.

Late Work: All graded coursework will include a due date when assigned. In the event coursework must be submitted later than the scheduled due date, the student should not expect to receive the maximum credit available for the assignment. Late submissions should be discussed with the instructor prior to the due date when possible and will be evaluated on a case by case basis.

Student Contributions:

- Students are expected to attend class and be on time for scheduled class meetings.
- Students are expected to exhibit professional and courteous behavior during class meetings.
- Students are expected to access the course in CANVAS frequently to be informed of announcements related to the course.
- Students are expected to utilize effective time management strategies to prepare for class.
- Students are expected to participate in discussions and activities related to topics covered in the course.
- Students are expected to complete and submit assigned coursework by due dates listed in CANVAS.
- Students are expected to utilize all resources provided to complete coursework related to the course.
Instructor Contributions:

As an instructor, I acknowledge the importance of clear, timely communication with students. In order to facilitate communication with students, I will:

- Provide my contact information and scheduled office hours in CANVAS.
- Respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday.
- Notify students of any extended times that I will be unavailable and provide them with alternative contact information for assistance during any time that I am unavailable.

As an instructor, I anticipate that my students will work to the best of their abilities to complete assigned coursework. In order to assist students in this area, I will:

- Provide clear information about assignment requirements in CANVAS and grading policies in the course syllabus.
- Communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will:

- Post grades and comments, when needed, for all graded coursework within 1 week of the due date.
- Maintain scheduled office hours and keep scheduled appointments to meet with students.

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. For further information on notice of non-discrimination, visit http://wdcrobcollp01.ed.gov/CFAPPS/OCR/contactus.cfm or call 1 (800) 421-3481.

Spanish

Midland College no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad, o edad en sus programas o actividades. Las siguientes personas han sido designadas para responder a cualquier pregunta o duda sobre estas políticas no discriminatorias: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. Para más información sobre estas políticas no discriminatorias, visite http://wdcrobcollp01.ed.gov/CFAPPS/OCR/contactus.cfm o llame al 1 (800) 421-3481.

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Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.
Grading/Evaluation:

Coursework submitted by the student will be evaluated by the instructor throughout the semester. It is the responsibility of the student to keep track of assignment submissions and grades. Students are encouraged to meet with the instructor regularly to discuss academic progress in the course.

Coursework will be assigned a maximum point value for each assignment and will be posted in CANVAS. Points earned for submitted assignments will be recorded in the CANVAS grade book.

All assignments will be weighted according to the grading scheme noted below to determine a final grade. Upon conclusion of the course, the student’s final grade will be converted to the appropriate semester grade and will be reported to the registrar’s office.

<table>
<thead>
<tr>
<th>Course Activity</th>
<th>Weight</th>
<th>Final Grade</th>
<th>Semester Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Exercises</td>
<td>30%</td>
<td>100% - 90%</td>
<td>A</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>30%</td>
<td>89% - 80%</td>
<td>B</td>
</tr>
<tr>
<td>Exams</td>
<td>40%</td>
<td>79% - 70%</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>Final Grade</td>
<td>100%</td>
<td>59% - 0%</td>
<td>F</td>
</tr>
</tbody>
</table>

*Students should not stop completing class assignments and expect a grade of “I” or “W”. It is the student’s responsibility to contact the instructor should circumstances arise that impairs or prevents the student from completing the course. The instructor will attempt to help the student complete the course. If the student is not able to successfully complete the course, the student must contact the Office of Student Services at Midland College and officially drop the class, otherwise a grade of “F” will be reported for the semester grade.*