

CIST 2454
Fall 2015 Syllabus/Lesson Plan

****Disclaimer Statements****

******Instructor reserves the right to change the syllabus and/or lesson plan as necessary.******

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****



CIST 2454
CISCO – Connecting Networks
COURSE SYLLABUS
Hybrid/Lab
Fall Semester B - 2015

Semester: Fall 2015
Course Title: Cisco - Connecting Networks
Course Number: CIST 2454
Credit Hours/ Minutes: 4 / 4500
Class Location: Room 812 Gillis Building
Class Meets: T/R 10:15 – 12:00am / 8 weeks
60% in class and 40% online
CRN: 20051

Instructor: John Taylor
Office Hours: 3-5:30 pm M-Th
Office Location: Room 810, Gillis Building
Email Address: jtaylor@southeasterntech.edu
Phone: 912-538-3116
Fax Number: 912-538-3106

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT:



Connecting Networks Course Booklet

By Cisco Networking Academy.
Published by Cisco Press.
Published: Dec 20, 2013;
Copyright 2014;
Pages: 250; Edition: 1st.
ISBN-10: 1-58713-330-X; ISBN-13: 978-1-58713-330-5;



Connecting Networks Lab Manual

By Cisco Networking Academy.
Published by Cisco Press.
Published: Dec 20, 2013;
Copyright 2014;
Pages: 144; Edition: 1st.
ISBN-10: 1-58713-331-8; ISBN-13: 978-1-58713-331-2;

You can purchase from the STC bookstore stcbookstore@southeasterntech.edu or 912-538-3129.

REQUIRED SUPPLIES & SOFTWARE: Internet Access and Adobe Dreamweaver Creative Cloud Software required. (Both are available in Lab 812)

COURSE DESCRIPTION: This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. Students will configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also learn how to implement a WLAN in a small-to-medium network.

PREREQUISITES: CIST 2453

MAJOR COURSE COMPETENCIES: Hierarchical Network Design, Connecting to the WAN, Point-to-Point Connections, Frame Relay, Network Address Translation for IPv4, Broadband Solutions, Securing Site-to-Site Connectivity, Monitoring the Network, and Troubleshooting the Network.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

CAPSTONE EXIT EXAM: All Networking Specialist (Cisco track) diploma and degree students are required to pass the Capstone Exam of CIST2454 at the end of the semester. Students must score 70% or better on the Capstone Exam to successfully complete the course. Students scoring below 70 will be required to retake CIST2454.

STUDENT REQUIREMENTS (Hybrid): Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor (as listed on Syllabus/Lesson Plan). Assignments will be submitted thru Cisco NetSpace. **Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.**

- **Students are expected to come prepared for each class meeting, focused and ready to learn.** This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible. This is strictly enforced.**
- Students should complete all work shown on the attached tentative lesson schedule by the scheduled deadlines, unless otherwise notified of a change in deadline.
- Homework will be collected for a grade. **Homework assignments will not be graded after the due date; a zero will be assigned if homework is not submitted on or before the due date.**
- There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.
- **Unannounced quizzes or in-class assignments are subject to be given every day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments; a grade of zero will be assigned.**
- **Please make every effort to be in class every day.** However, if you are SICK and CONTAGIOUS, please do not come to class.
- Students are expected to complete all tests, labs, and other assignments on the dates specified on the attached lesson schedule.
- Instructor reserves the right to modify the tentative lesson schedule attached to this syllabus with notice.
- Students should subscribe to remind.com for reminder from the instructor via email or text. Instructions will be provided to students.
- Students are responsible for policies and procedures included in the STC Catalog and must acknowledge this by signing the acknowledgement provided on the first day of class.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students **will not** be withdrawn from class by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Students are required to take all tests/exams scheduled during the semester. Failure to take tests/exam(s) will result in a grade of zero for each. There will be no makeup of exams. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the test/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the test/exam. **Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions!** Assignments must be turned in on or before the assigned due date and may not be accepted late. ALL assignments are due according to the lesson plan. The due dates are posted beside each assignment on the lesson plan.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Many times, computer professionals deal with private/personal information; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be

tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business Technologies and Human Services.

STATEMENT OF NON-DISCRIMINATION

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		
Comprehensive Final	25%	A	Excellent	90-100
Hands-on Skills Final	20%	B	Good	80-89
Chapter Tests/Quizzes	30%	C	Satisfactory	70-79
Skills Practice	5%	D*	Poor	60-69
Packet Tracers/Labs	15%	F*	Failing	0-59
Work Ethics Assessment	5%	*Grade of D or below results in student repeating class		
	100%			

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Syllabus Addendum-

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - Attendance is taken daily at the beginning of class.
 - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
 - Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are **NO MAKEUPS**.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message for your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- **The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.**
- **EVERY DAY**--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
- **No food or drinks are allowed in the classroom.** Bottled drinks may be kept in your book bag or on the floor. They should never be open or consumed in the classroom. Do **not** bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should see Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. **Regardless of current fashion trends or the time you awoke for class, no hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.**

CIST 2454 – Connecting Networks
Fall Semester B - 2015 Lesson Schedule (Fiscal Year 2016)

Date	Chap / Less	Content	Assignments & Tests Due	Competency Area
<p>You should have purchased a book and lab manual for this course. The curriculum can also be accessed thru Cisco NetSpace. This online curriculum includes all interactive learning activities and provides an additional way to help your learn the course material. You will complete your chapter quizzes, exams and comprehensive final using the Cisco Network Academy NetSpace website. Packet Tracer software is required for this course, so I encourage you to download and install the newest version of Packet Tracer software, if you don't already have it. Contact your instructor if you have any questions.</p>				
Week 1 (Assignments due Oct 22)				
Tue Oct 13	1 2	Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage Hierarchical Network Design Connecting to the WAN	Verify NetSpace login. Discuss Packet Tracer. Review Web curriculum. Review Course Introduction (book) Read Chapter 1 (Use web curriculum if possible) Read Chapter 2 (Use web curriculum if possible)	1 A,C
			Complete Hands-on Labs for Chapter 1 & 2 in Networking Lab.	1 A,C
Thu Oct 15			Complete Chapter 1 & 2 Packet Tracer Activities on NetSpace. Take NB ITN Practice Skills Assessment on NetSpace	1 A,C
hybrid			Take Chapter 1 Exam on NetSpace. Take Chapter 2 Exam on NetSpace. Read Chapter 3 (Use web curriculum if possible)	1 A,C
Week 2 (Assignments due Oct 29)				
Tue Oct 20	3	Point-to-Point Connections	Review Chapter 3 (Use web curriculum if possible)	2 A,C
Lab			Work on Hands-on Labs for Chapter 3 in Networking Lab.	2 A,C
Thu Oct 22			Complete Chapter 3 Packet Tracer Activities on NetSpace. Take RSE Practice Skills Assessment on NetSpace	2 A,C
hybrid			Take Chapter 3 Exam on NetSpace. Read Chapter 4 (Use web curriculum if possible)	2 A,C

Week 3 (Assignments due Nov 5)				
Tue Oct 27	4	Frame Relay	Review Chapter 4 (Use web curriculum if possible)	2 A,C
Lab			Complete on Hands-on Labs for Chapter 4 in Networking Lab.	2 A,C
Thu Oct 29			Complete Chapter 4 Packet Tracer Activities on NetSpace.	2 A,C
hybrid			Take Chapter 4 Exam on NetSpace. Read Chapter 5 (Use web curriculum if possible) Read Chapter 6 (Use web curriculum if possible)	2 A,C
Week 4 (Assignments due Nov 12)				
Tue Nov 3	5 6	Network Address Translation for IPv4 Broadband	Review Chapter 5 (Use web curriculum if possible) Review Chapter 6 (Use web curriculum if possible)	3,4 A,C
Lab			Complete on Hands-on Labs for Chapter 5 & 6 in Networking Lab.	3,4 A,C
Thu Nov 5			Complete Chapter 5 Packet Tracer Activities on NetSpace.	3,4 A,C
hybrid			Take Chapter 5 Exam on NetSpace. Take Chapter 6 Exam on NetSpace Read Chapter 7 (Use web curriculum if possible)	3,4 A,C
Week 5 (Assignments due Nov 19)				
Tue Nov 10	7	Securing Site-to-Site Connectivity	Review Chapter 7 (Use web curriculum if possible)	A,C
Lab			Complete on Hands-on Labs for Chapter 7 in Networking Lab.	A,C
Thu Nov 12			Complete Chapter 7 Packet Tracer Activities on NetSpace. Take ScaN Practice Skills Assessment (OSPF) on NetSpace	A,C
hybrid			Take Chapter 7 Exam on NetSpace. Read Chapter 8 (Use web curriculum if possible)	A,C
Week 6 (Assignments due Nov 26)				
Tue Nov 17	8	Monitoring the Network	Review Chapter 8 (Use web curriculum if possible)	5 A,C
Lab			Complete on Hands-on Labs for Chapter 8 in Networking Lab.	5 A,C
Thu Nov 19			Complete Chapter 8 Packet Tracer Activities on NetSpace. Take ScaN Practice Skills Assessment (EIGRP) on NetSpace	5 A,C
hybrid			Take Chapter 8 Exam on NetSpace. Read Chapter 9(Use web curriculum if possible)	5 A,C

Week 7 (Assignments due Dec 3)				
Tue Nov 24	9	Troubleshooting the Network	Review Chapter 9 (Use web curriculum if possible)	6 A,C
Lab			Complete on <u>Hands-on Labs</u> for Chapter 9 in Networking Lab.	6 A,C
Thu Nov 26		HOLIDAY		6 A,C
hybrid			Complete Chapter 9 <u>Packet Tracer Activities</u> on NetSpace Take Chapter 9 <u>Exam</u> on NetSpace. Prepare for Hands-On and Final Exams.	6 A,C
Week 8 (Assignments due Dec 3)				
Tue Dec 1			Final Exam Review. <u>Take ICND1 & ICND 2 Practice Assessments</u> on NetSpace.	1-6 A,C
Lab			Complete <u>Hands-On Final Exam</u> Take <u>CN Practice Skills Assessment</u> on NetSpace	1-6 A,C
Thu Dec 3			Complete <u>Course Feedback</u> Survey on NetSpace. Take <u>Comprehensive Final Exam</u> on NetSpace.	1-6 A,C

Competency Areas:

1. Introduction to WANs
2. Private WAN Technologies and Protocols
3. NAT
4. Public WAN Technologies and Protocols
5. Network Monitoring
6. Network Troubleshooting

***General Core Competency Areas:**

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.