

# ITCC 1340

## Switching Basics

### Spring, 2011

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<b>Phone</b>	806-665-8801 x2033 (voice mail after hours)	<b>Office Hours</b>	by Appt.
<b>Office</b>	204	<b>Credit Hrs.</b>	3
<b>Scheduled</b>	T 1800-2100	<b>Classroom</b>	204

**Text: CCNA Guide to cisco Networking 4<sup>th</sup> edition by Kelly Cannon**

ISBN-13: 978-1-4188-3705-1

**Course Description:** A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration and troubleshooting.

#### **Learning Outcomes:**

The student shall gain knowledge of career opportunities in the various fields of IT/networking and develop concepts and knowledge to become better employees, technicians, and network administrators.

This course prepares students to take the Cisco CCNA INTRO exam 640-821.

The student shall describe and know basic terms for routers and routing protocols.

The student shall describe and know basic procedures for routers and routing protocols.

**Important Dates:** Last day to add/drop classes is September 7.

#### **ALL SCHEDULES ARE SUBJECT TO CHANGE**

**Resources:** Three different computer labs are available for your use: Room 204, LRC, and 222.

#### **Examinations:**

Exams in this course will be given every at the end of each chapter by completing the exercise called “Key Term Quiz” and “Multiple Choice Quiz.”

90 – 100%	A	59% or below	F
80 – 89%	B	Withdrawn	W

70 – 79%	C	Incomplete	I
60 – 69%	D		

### **Challenging the Course**

Students can elect to challenge the course by taking and passing the Cisco exam INTRO 640-821. Passing this examination plus 640-811 will qualify the student as a Cisco Certified Network Associate. These examinations can be taken at any participating Pearson-Vue or Prometric Testing Center. Pampa Center is registered as a Pearson-Vue Testing Center.

## **Course Policies**

### **Attendance:**

Attendance in college courses is your choice. Is very important that you attend all classes if you want to be successful. Therefore, a portion of your grade for this course is for attendance. For every time you are not in class on time, points will be taken off the attendance grade, unless you send me E-MAIL stating the purpose of your absence. Once your E-Mail is received, your excuse may be verified in order to determine if it is an excusable absence as determined by the college handbook and/or instructor. It is still **your responsibility** to discuss your absence with me and find out what you need to do to make up what you missed. If there is makeup work you need to complete, you need to complete it within one class period of your absence. If you do not discuss with me your absence or complete the makeup work, you will have points deducted from your attendance grade. More than **(3) THREE** unexcused absences may result in a failing grade for the course.

Class roll will be taken by sign in sheet at the very beginning of each class session. Tardiness is a very bad habit to develop (and would not be tolerated in the workplace). It is also very disruptive to the classroom environment. Therefore, if you arrive after class roll is taken, you are counted absent. If you do not want this absence to remain on your record, **it is your responsibility** to discuss your tardiness with me after the class session is over. If you do I will change the absence to a tardy. However, if you are tardy more than 3 times in the semester, I will start counting them as absences.

### **Participation:**

Much of what we do is hands-on and will require a positive team effort to be successful. Any pattern of non-participation or lack of cooperation will not be tolerated. Ours is a SAFE environment and anything that distracts from overall corporate or individual well-being will not be tolerated.

### **Withdrawing from the Course:**

If you decide that you are unable to complete this course, you must withdraw from it by the date listed in the Clarendon College catalog. Withdrawal from a course is a formal procedure that you must initiate; **I will not do it for you.** If you think you must drop this course, please talk with me about it first. You may be able to complete the course with a passing grade and just not realize it.

If you quit turning in assignments and taking tests and do not go through the formal withdrawal procedure, you will receive a performance grade, usually an "F" on your transcript.

### **Academic Honesty:**

In order to help students learn in an academic environment, I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any of the following areas will receive a zero on that assignment or test with no opportunity to make up the zero and may be dropped from the course with a grade of F:

Cheats on a unit test or on the final exam by

- using notes or textbooks
- getting help from another student
- giving help to another student

Cheats on an assignment by

- letting someone else complete part/all of your work
- using someone else's files
- letting someone else use your files

It is your responsibility to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work but it is work that you completed, I will have to assume that you were knowledgeable of what happened.

### **Due Dates, Extra Credit, etc.**

I attempt to deal with assignments and other tasks you are given much like they would be handled on a job. Therefore, it is assumed that you will turn all work in by its due date unless you discuss the situation with me ahead of time and have a legitimate reason. If something occurs beyond your control (such as a technical problem) that prevents you from turning the work in on time, it is your responsibility to contact me (in person, by phone, or by email) and request an extension **before the due date**. Any extension given is for **two calendar days only**. If the assignment is not turned in within the extension time, a grade of zero will be given for that assignment. If no extension is requested and an assignment is not turned in by the due date, that assignment will also be given a grade of zero. Due dates will be clearly given at the beginning of the semester.

### **Class Changes/Notifications:**

If any changes are made to the class (assignments, due dates, etc.), I will try to inform you as a class or individually, especially if we don't have class due to bad weather.

### **Respectful Behavior**

I will always show you the respect you deserve as a student. I, in return, expect respectful behavior from you. Otherwise, you will be asked to leave the classroom. The main way you show respect in the classroom is by paying attention during class time. I will not tolerate sleeping, talking to fellow students, listening to music over the headphones, surfing the Internet, checking email, or other similar activities. One infraction such as this will result in my warning you verbally. A second infraction will result our visiting the Dean of Students and your being withdrawn from the class, possibly with an "F." In a computer lab, the temptation to check your

email or surf the Net is pretty great – **resist that temptation**. Ringing cell phones and pagers cause disruption and loss of instructional time. You **WILL** turn off all cell phones and pagers during class. A positive and cooperative attitude is **necessary** to pass this course.

### **Unit Tests**

Unit tests will be taken during class time during the semester. **No makeup tests are given in this course**. The only situation in which you may be excused from taking a test other than the scheduled time is if an unexpected emergency (such as an accident, death in the family, or hospitalization) occurs that prevents you from taking the test on a specified test date (and it is impossible for you to contact me before test time). It is your responsibility to contact me as soon as the emergency is over. We will make arrangements for you to take the test as soon as it is reasonable. If I have any reason to believe you are taking advantage of this policy or that the emergency was not real, I reserve the right not to allow you to take the test. If no arrangements are made with me in either situation and you do not take a test during the specified test time, you will receive a grade of zero for that test with no opportunity to make it up.

### **Reports:**

Information Technology requires a lot of on-the-job documentation and reports. In academic interest also, every student will turn in an appropriately composed report. I will not accept less than correct use of grammar, punctuation, language of the discipline, and legibility.

### **Accommodations Statement:**

Clarendon College provides reasonable accommodations for persons with disabilities. Should you have a recognized disability and require special accommodations, you must notify Dean of Students as soon as possible so that we can provide those accommodations. Refer to the Clarendon College 2005-2006 Catalog page 46 under the heading of **Support Services For Students With Disabilities**.



## **Class Contract**

I have received and have read the syllabus for ITCC 1340 taught during the Spring, 2011 semester by Jack McCarty and agree to abide by the policies written in it. I understand the policies of class attendance, lab attendance, dropping the course, academic honesty, and general class behavior and understand the consequences of failing to comply with these policies.

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Student's Name (printed)

Date

**Name** \_\_\_\_\_