

Bucks County Community College Department of Math, Science, and Technology

CISC 143- Essentials of Networking

Spring 2014

<p>Professor Debra Geoghan Founders 122A 215-968-8310 Note- email is the best way to reach me- through Canvas or debra.geoghan@bucks.edu</p>	<p>Spring 2014 Office Hours- Office hours Tues and Thurs 9:30 – 10:45 AM Online Office Hours Mon and Wed 7:30 – 8:45 AM Skype- mrsgeoghan</p>
<p>Instructor Availability and Assignment Turn-Around Times</p> <p>ALL course questions other than grade-related should be addressed in class or posted to the discussion bulletin board for all to benefit from. If you would like to chat you can reach me in-person or via Skype or email during regular office hours, which are listed above. In general, I will respond to email within 48 hours, often sooner, except during the weekend: I reserve the privilege of some weekend downtime. This also applies to discussion board posts directed to me. If your question is urgent, please indicate so in the subject line, whether it's an email or a discussion post. Also keep in mind that even if a discussion post directs a question to me, any student who knows the answer can provide it. Someone may see the question before I do, so get in the habit of helping each other out this way. For the topic discussion posts, you can be sure that I read them all, but will not respond to all: I don't want to dominate the discussions.</p> <p>For the weekly labs and exercises, the turn-around time is 7-10 days from the due date. I generally grade work twice a week, so you may have to wait a few days from your submission until you receive your grade back. Also, I usually do not grade work submitted early until after the due date. If you have a question about an assignment, send me an email rather than including it with the assignment submission, for faster response.</p>	

COURSE DESCRIPTION

This course is designed to provide basic background for other networking courses and industry certification. Topics include: data transfer, WAN and LANs, Network Operating Systems, the OSI model and protocols, including TCP/IP and other suites commonly used in the industry. Laboratory exercises use a variety of network hardware and software.

College syllabus- <http://www.bucks.edu/academics/courses/syllabus/index.php?lookup=CISC143>

TEXTBOOKS	
Network + Guide to Networks- V6 Tamara Dean Pub 2010 ISBN-13: 978-1-133-60819-6	Network + Guide to Networks Lab Manual V6 ISBN-1-13360823x
TECHNOLOGY REQUIREMENTS	
<p>This course will use Canvas- so you must have Internet access to participate in this course. Library computers can be used to submit work to Canvas, but not to complete the labs.</p> <p>Your computer must capable of running several operating systems using virtual machines- so it must be fairly new and robust (check here for info http://www.virtualbox.org/wiki/End-user_documentation) - contact the instructor for instructions if you are not sure about your machine. There is not enough time in class to complete all of the lab work. If you do not have a computer at home, you may work at the college in F154/157 during posted open lab hours (hours are very limited). You will need a flash drive large enough to carry the virtual machine files- at least 8GB (preferably more). <i>Personal computer problems are not an acceptable excuse for late work.</i></p>	

ATTENDANCE & EXPECTATIONS

This is a hands-on class, with much of the material being accumulative. You will need to spend at least 8-12 hours a week completing readings, assignments and labs. If you are absent more than four times, you will receive an F for the course (except under exceptional circumstances). You are responsible for all missed work. Make-up quizzes may be given at the discretion of the instructor- make sure you contact me BEFORE you miss a quiz.

EVALUATION

Students will be evaluated on exams (including a departmental final exam), labs, assignments, and class participation. Assignments will not be accepted more than one week late. It is important that assignments be handed in on time and complete. Extensions and make-ups will only be given under extreme circumstances. ***Personal computer problems are not an acceptable excuse for late work.***

You will submit your work electronically, via Canvas. Assignments will not be accepted by email.

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POLICIES

Please review the college academic [calendar](#) for important dates. If there is a need to withdraw from this course, do so officially from the Admissions Office. The last date to withdraw from classes is 4/8/14.

Students are urged to retain all graded work returned to them until final grades have been received from the college. You can print the Canvas Grades page for your records. Students are always responsible for retaining copies of their own work and/or correspondence, including that posted to a web course page. Student access to a Bucks County Community College web course space is available only during the stated semester/session as indicated by the College's academic calendar. All web course sites, including content, are routinely removed from the server at the conclusion of each semester/session.

Also, students should consult [Student Records, Rights, and Responsibilities](#) in the College Catalog concerning important rules governing students in their academic work.

Plagiarism: Plagiarism and other forms of academic cheating are unacceptable and are considered as MAJOR infractions of the [Student Code of Conduct](#) and [College Policy](#) and will be dealt with as published in the College Catalog.

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote. (Source: BCCC Catalog, College Policy Regarding Cheating and Plagiarism)

DISABILITY ACCOMMODATIONS

In compliance with the Bucks County Community College policy and equal access laws, appropriate academic accommodations can be made for students eligible for such support.

Students are encouraged to register with the Disability Services Office (215-968-8463) to verify their eligibility for appropriate accommodations. Please speak to your instructor about any requests for academic accommodations or other concerns as early in the semester as possible.

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HELP AND SUPPORT

There are several ways to access help for Canvas and other technologies used at BCCC:

- Canvas FAQs for students:
http://support.instructure.com/index.php?title=Main_Page#For_Students.
- Canvas Video Tutorials on YouTube:
<http://www.youtube.com/user/CanvasLMS>.
- Technology Learning Centers (TLCs):
Located on each BCCC campus in the libraries, and online. <http://www.bucks.edu/tlc>
- Virtual Campus Office - Library 118, Newtown Campus - is open 8:30am to 4:30pm, Monday through Friday. Contact the office by phone at 215-968-8052, via email at learning@bucks.edu, or IM at learningatbucks.
- Tutoring Center- may have limited tutoring available for this course if they have a qualified tutor.

You may contact the instructor via email using the Canvas tool, or by sending regular email to debra.geoghan@bucks.edu.