This course syllabus is intended as a set of guidelines for ITNW 1425. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

**Instructor Information:**
Instructor: Frank Childress
Email: flchildress@dcccd.edu
Office Phone: Phone: 972-273-3450
Office: T133
Office Hours: You may contact me via email MTWRFSU.

**Course Information:**
Course title: FUNDAMENALS OF NETWORKING TECHNOLOGY
Course number: ITNW 1425
Section number: 73427
Credit hours: 4
Class meeting time: ONLINE

*The last day to withdraw from this class is: 04/29/17*
*The last day of class is: 05/11/17.*

*Please read “Stop before you Drop”, and “Drop Policy” under Institutional Policies.*
Course description: Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Course prerequisites: Proficiency using the Windows interface to locate, create, and manipulate files, folders, and to configure the desktop environment. One should have a general knowledge of the Internet, with above average skills in the use of the Internet. This course will require email and file attachment skills. General knowledge of networking concepts, including network operating systems, server-client relationship, and local area networks. Working knowledge of software and hardware in PCs or demonstrated competency approved by the instructor.

Textbooks and Materials:
Author: Greg Tomsho
Publisher: Course Technology; 6 edition (February 15, 2011)
Language: English
ISBN-10: 1111312524

Course Objectives:
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. The purpose of this course is to provide a baseline level of knowledge for success in industry and preparation for networking certifications, including the MCSA, MCSE, CNA and CCNA designations.

Specific Course Learning Outcomes:

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES</th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the principal features of operating system and the basics of networking.</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Identify the tools used to perform common administrative tasks</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Describe and know different media used within a network.</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Describe the features of the common network protocols used in the OSI model</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Describe the fundamentals of TCP/IP</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Describe the communication process in a network.</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Differentiate between the various types of network architectures</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Describe the common hardware components used in network communication</td>
<td>Tests, Projects, Homework, Case Study  (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
</tbody>
</table>
LEARNING OUTCOMES

<table>
<thead>
<tr>
<th></th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the requirements for Internet access and Web security</td>
<td>Tests, Projects, Homework, Case Study (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Administer and set up security in a Windows network</td>
<td>Tests, Projects, Homework, Case Study (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
<tr>
<td>Examine the network</td>
<td>Tests, Projects, Homework, Case Study (SCANS C1, C3, C7, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20, F1, F5, F7, F8, F9, 10, F13, WORKPLACE SKILLS C2, C6, C8, C9, C12, C13, C24, C26, C27, C30, C31, C32, C33)</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES

SCANS Competencies

The Secretary’s Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness.

<table>
<thead>
<tr>
<th>Resources</th>
<th>Interpersonal</th>
<th>Allocates Time, Allocates Money, Allocates Materials and Facility Resources, Allocates Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCANS FOUNDATION SKILLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Skills</td>
<td>F1,F2,F3,F4,F5,F6.</td>
<td>Reading, Writing, Arithmetic, Mathematics, Listening, Speaking</td>
</tr>
<tr>
<td>Thinking Skills</td>
<td>F7,F8,F9,F10,F11,F12.</td>
<td>Creating, Thinking, Decision Making, Problem Solving, Seeing Things in the Mind’s Eye, Knowing How to Learn, Reasoning</td>
</tr>
<tr>
<td>Personal Qualities</td>
<td>F13,F14,F15,F16,F17.</td>
<td>Responsibility, Self-Esteem, Social, Self-Management, Integrity/Honesty</td>
</tr>
</tbody>
</table>

WORKPLACE SKILLS

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
1. Work ethics.
2. Set priorities.
3. Select/implement options/decisions including prediction of results of proposed action.
4. Organize personal workloads.
5. Participate in brainstorming sessions to generate new ideas and solve problems.

Course Outline:

<table>
<thead>
<tr>
<th>Week #</th>
<th>Assignments Due</th>
<th>Quiz/Sum</th>
<th>Exams</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week # 1</td>
<td>Chapter I</td>
<td>Quiz 1</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Week # 2</td>
<td>Chapters 2 &amp; 3</td>
<td>Quiz 2</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Week # 3</td>
<td>Chapters 4 &amp; 5</td>
<td>Quiz 3</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Week # 4</td>
<td>Chapter 6 &amp; 7</td>
<td>Summary of Chapters 1&lt;&gt;7</td>
<td>Midterm Exam</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Week # 5</td>
<td>Chapters 8 &amp; 9</td>
<td>Quiz 4</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Week # 6</td>
<td>Chapters 10 &amp; 11</td>
<td>Quiz 5</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Week # 7</td>
<td>Chapters 12 &amp; 13</td>
<td>Quiz 6</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Week # 8</td>
<td>Chapters 14</td>
<td>Summary of Chapters 8 &lt;&gt; 14</td>
<td>Final Exam</td>
<td>30</td>
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<td></td>
<td></td>
<td>20</td>
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<td></td>
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<td>50</td>
</tr>
</tbody>
</table>

Means of Assessment of Course Learning Outcomes:

You must send me your Chapters 1 <> 7 summaries “via email attachment” before you will be allowed to take the midterm exam. This summary should be no less than 500 words and no more than 1500 words. This summary must include pertinent information from each of the 7 chapters.

You must send me your Chapters 8 <> 13 summaries “via email attachment” before you will be allowed to take the final exam. This summary should be no less than 500 words and no more than 1500 words. This summary must include pertinent information from each of the 7 chapters.

This will allow me to better evaluate your comprehension of the course material that was covered.

2. This course requires you to respond to my threads in the discussion board.

3. At the end of each week you will be given a quiz to determine your understanding of the information covered that week. Please do not take the quiz lightly; they are a very important part of your overall grade in the course.

4. This course will also have a midterm and final exam to ascertain your retention of course content. Upon completion of this course one should be able to:
Identify and use network transmission media; explain the OSI model; recognize the primary network topologies/protocols, identify their characteristics, and determine which would be most appropriate for a proposed network; 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.

**Evaluation Procedures:**
*Your evaluation will be determined by completing the following weekly assignments to include the quiz and test.*

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 3</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Summary Chapters 1 &lt;&gt; 7. Mid Term Exam</td>
<td>30</td>
<td>50</td>
</tr>
<tr>
<td>Quiz 4</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 5</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 6</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Summary Chapters 8 &lt;&gt; 14</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>If you complete all assignments &lt;&gt; Final Exam</td>
<td>20</td>
<td>50</td>
</tr>
</tbody>
</table>

**Exams and Assignments**

**Assignment Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignments</th>
<th>Quiz&lt;&gt;Points</th>
<th>Post&lt;&gt;Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week I = MARCH 20 MARCH 24</td>
<td>Chapter 1</td>
<td>Quiz 1</td>
<td>20</td>
</tr>
<tr>
<td>Week 2 = MARCH 25 MARCH 30</td>
<td>Chapters 2 &amp; 3</td>
<td>Quiz 2</td>
<td>20</td>
</tr>
<tr>
<td>Week 3 = MARCH 31 APRIL 5</td>
<td>Chapters 4 &amp; 5</td>
<td>Quiz 3</td>
<td>20</td>
</tr>
<tr>
<td>Week 4 = APRIL 6 APRIL 12</td>
<td>Chapter 6 &amp; 7</td>
<td>Chapter’s 1-7 summaries Midterm Exam</td>
<td>30 50</td>
</tr>
<tr>
<td>Week 5 = APRIL 13 APRIL 19</td>
<td>Chapters 8 &amp; 9</td>
<td>Quiz 4</td>
<td>20</td>
</tr>
<tr>
<td>Date</td>
<td>Assignments</td>
<td>Quiz&lt;&gt;Points</td>
<td>Post&lt;&gt;Points</td>
</tr>
<tr>
<td>--------------</td>
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<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Week 6 = APRIL 20 APRIL 26</td>
<td>Chapters 10 &amp; 11</td>
<td>Quiz 5</td>
<td>20</td>
</tr>
<tr>
<td>Week 7 = APRIL 27 MAY 4</td>
<td>Chapter 12 &amp; 13</td>
<td>Quiz 6</td>
<td>20</td>
</tr>
<tr>
<td>Week 8 = MAY 5 MAY 11</td>
<td>STUDY FOR FINAL</td>
<td>Chapter’s 8-13 Summaries. Final Exam If you completed all tasks</td>
<td>30 50 20</td>
</tr>
</tbody>
</table>

**Grading Scale**

*Your understanding of the course material and your grade will be determined as follows:*

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Grading Scale/Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1</td>
<td>20</td>
<td>270-300</td>
<td>= A</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>20</td>
<td>240-269</td>
<td>= B</td>
</tr>
<tr>
<td>Quiz 3</td>
<td>20</td>
<td>210-239</td>
<td>= C</td>
</tr>
<tr>
<td>Chapter Summaries</td>
<td>30</td>
<td>180-209</td>
<td>= D</td>
</tr>
<tr>
<td>Mid Term Exam</td>
<td>50</td>
<td>&lt;180</td>
<td>= F</td>
</tr>
<tr>
<td>Quiz 4</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 5</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 6</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Summaries</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete all tasks</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Discipline/ Course/ Department/Policies:**

**Attendance:**

Completion of all assignments is critical to your success in this course. Since you have decided to take a distant learning class, you may access your material at any time. Please be careful not to fall behind in your weekly lesson plans. It will be very difficult to catch up if this happens. You are required to complete all assignments, quizzes, midterm, case study, and final exam to successfully complete this course.

*The last day to withdraw from this class is: 04/29/17*

*The last day of class is: 05/11/17.*
SYLLABUS TEMPLATE FOR CORE COURSES
These items must be included in your syllabus if you teach a Core course.

- Course Rubric/Prefix and Number and Course Title:
- Core Foundational Component Area:
- Course Description: [as shown in catalog (with lecture/laboratory hours) and Coordinating Board approval number]
- ACGM Student Learning Outcomes:
- Core Objectives:
- Core Objective Development Statements:
- Course Objective:
- Other Information: (college required syllabus information student may need to know, i.e. course outline, calendar, grading scheme, classroom expectations, withdrawal policy, etc.).

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.
2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.
3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.
4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by: Check e-Connect for dates. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

FINANCIAL AID STATEMENT AND CERTIFICATION OF ATTENDANCE
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples:
- initiating contact with your instructor to ask a question about the academic subject studied in the course;
- submitting an academic assignment;
- taking an exam;
- completing an interactive tutorial;
- participating in computer-assisted instruction;
- attending a study group that is assigned by the instructor;
- or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311.

For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:
- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
• The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
• The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
• The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  o After logging on to eCampus, click on the Community Tab at the top.
  o Type “Owl” in the search field and click “Go.”
  o Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  o Once enrolled, students can receive services from the OWL.
• The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
   No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
   No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.
DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

DCCCD OIE Faculty Syllabi Statement- FALL 2016

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shanee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633
<table>
<thead>
<tr>
<th><strong>Learning Activity</strong></th>
<th><strong>SLO</strong></th>
<th><strong>Learning Outcomes</strong></th>
<th><strong>Evaluation / Assessment</strong></th>
<th><strong>Scans Competencies Foundation Skills</strong></th>
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<tr>
<td><strong>Provide a brief description of the learning activity.</strong></td>
<td><strong>Learning Activity:</strong> Exam will be graded on a point system to evaluate the students retention of material covered.</td>
<td><strong>Learning Outcomes:</strong> Demonstrate from a course exam that they can identify network transmission media; and recognize the characteristics of network topologies and protocols with a 70% achievement/proficiency level from a classroom exam.</td>
<td><strong>Evaluation / Assessment:</strong> Midterm Exam.</td>
<td><strong>Scans Competencies Foundation Skills:</strong> C1.0,C1.1,C2.1,C3.1,C3.2,C3.3, C4.1, C4.2,C5.1,C5.2,C5.3 F6.1,F6.2,F7.1,F7.5,F7.6,F8.1,F8.4,</td>
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<td><strong>2. Discussion Board.</strong> Students are required to participate in the discussion board so they will learn how to work within a team environment.</td>
<td><strong>Learning Activity:</strong> Students will define the key terms related to Networking, such as WAN/LAN, Client Server or Peer to Peer networks, computer peripherals, Protocols, etc. Through participating in the discussion board. 70% to be measured on final exam.</td>
<td><strong>Learning Outcomes:</strong> Discussion Board Participation. To be measured on the Final Exam.</td>
<td><strong>Evaluation / Assessment:</strong> Discussion Board Participation. To be measured on the Final Exam.</td>
<td><strong>Scans Competencies Foundation Skills:</strong> C1.0,C1.1,C2.1,C3.1,C3.2,C3.3, C4.1, C4.2,C5.1,C5.2,C5.3 F6.1,F6.2,F7.1,F7.5,F7.6,F8.1,F8.4,</td>
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<tr>
<td><strong>3. Weekly Quiz.</strong> There will be a weekly quiz covering that week assignments.</td>
<td><strong>Learning Activity:</strong> Students will learn to Identify and use network transmission media with a 70% achievement/proficiency level from a weekly quiz.</td>
<td><strong>Learning Outcomes:</strong> Weekly quiz to “six total”.</td>
<td><strong>Evaluation / Assessment:</strong> Weekly quiz to “six total”.</td>
<td><strong>Scans Competencies Foundation Skills:</strong> C1.0,C1.1,C2.1,C3.1,C3.2,C3.3, C4.1, C4.2,C5.1,C5.2,C5.3 F6.1,F6.2,F7.1,F7.5,F7.6,F8.1,F8.4,</td>
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This course syllabus is intended as a set of guidelines for (ITNW 1425). Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.