NOTE: This is a tentative syllabus and will/may subject to changes throughout the semester. The classroom/lab accessibility is subject to the rules of the COBE IT Department and their hours of operation that might change throughout the semester.

Required Software and Other Materials

Copy of Microsoft Visio (Windows Only & also accessible in the Classroom).
Copy of Microsoft Windows Server 2012 R2, Windows Server 2008 R2, SQL Server 2008, Microsoft RDP (Win or Mac), Web Browser & Internet Access and other Microsoft Network Software as available from MSDNAA, Cisco iOS, HP Layer 2 switch software, SNMP software & Online Blogging Software.
The COBE Writing Guide (you are responsible for downloading this).
Additional readings, YouTube videos, software, hardware manuals some available online, as announced.

Course Description:
Concepts, technology, and applications of computer networking in business. Topics include networking hardware, topologies, media, protocols, and standards; network operating system server and client software, internetworking devices; network planning and administration. Networks falling under the traditional categories of local area networks, metropolitan area networks, and wide area networks will be considered, with possible emphasis on local networks. Hands-on experience installing and managing network components will be included to the extent that facilities, equipment, and technical support permit. Prerequisites: grade of C or better in ITM 305.

Course Objectives:
Upon completion of this course the student will be able to:

Compare and contrast key characteristics of LAN environments
VLSM IP V4 Subnetting
Describe the components of network devices
Plan, design, and implement simple networks using HP switch technology
Design, configure, and troubleshoot IP addressing schemes to meet user specifications
Select, configure, and evaluate appropriate routing protocols based upon user requirements
Configure, managing and configuration Layer 2 switches
Designing and maintaining Windows Active Directory
Implement simple LAN protocols
Installing and managing Windows Servers services
Perform LAN and VLAN troubleshooting
Perform basic network management tasks

Assessment

Student achievement of the above objectives will be measured by a combination of factors, including, but not limited to:

- Written examinations - proving knowledge acquisition and understanding of foundation topics
- Successful project implementation in the Classroom Lab
- Homework/Blog assignments - demonstrating practical application of and/or further exploration of foundation topics
- Project reports - demonstrating written & communication abilities
- Classroom presentations - demonstrating the ability to organize and present information to others in a coherent and effective way
- In-class exercises and quizzes, some of which will not be announced in advance

Expectations for Students

Lab Access. Students are expected to spend a lot of Independent practical lab time in the Classroom Lab. **MAJORITY OF WORK IN THIS CLASS WOULD REQUIRED YOUR PHYSICAL PRESENCE IN THE CLASSROOM LAB ON CAMPUS AS WELL AS HAVING YOUR PERSONAL VPN ACCESS CAPABILITIES (Computer & Internet connection).**

**THE NATURE OF THIS CLASS WILL REQUIRE STUDENTS TO BE INDEPENDENT, SELF SUFFICIENT AND BE ABLE TO FIND INDEPENDENT RESOURCES AS NEEDED.**

SPRING 2016 Classroom/Lab Access Hours

**MON - FRI 8:00am - 5:00pm**

You are NOT able to work in the Classroom Lab OUTSIDE of these HOURS. This class will REQUIRE A LOT of INDEPENDENT commitment and work time in the classroom lab and/or via VPN Access.

**Academic Honesty.** The Student Code of Conduct can be found via this page: [http://deanofstudents.boisestate.edu/student-code-of-conduct/](http://deanofstudents.boisestate.edu/student-code-of-conduct/). Students are expected to be familiar with it and follow it. In addition to avoiding conduct prohibited by the Academic Dishonesty section of the BSU Student Handbook, students must make sure to perform individual assignments without unauthorized assistance and take care
to cite references and outside sources as appropriate. In particular, students should be aware that copying ideas or material from the Internet and representing them as their own constitutes plagiarism. Further information is available in the COBE Writing Guide. Unless otherwise explicitly indicated, all assignments are individual assignments. Anyone found engaging in academic dishonesty will receive an automatic F for the course and will be dismissed from class immediately.

**Attendance and Classroom Conduct.** Your attendance at every class meeting will be expected. Some in-class exercises and quizzes will be graded and cannot be made up if missed. There are two types of absences; Official Absence and Unofficial Absence. Official Absence consists of Medical/ILLiness, Competing in BSU Athletic Events and Professional Work Commitment/Emergency only. Being absence with ANY OTHER excuse is considered as an UNOFFICIAL ABSENCE.

You will need to get an official letter from your Doctor, BSU Athletic Department or your Employer. The official letter must contain the explanation of your excuse, the dates allocation and contact info (email and tel number) of your doctor/department chair/supervisor. ALL OTHER EXCUSES WILL FALL UNDER UNOFFICIAL ABSENCE. You are responsible to let me know via email or in person before hand if and NOT AFTER THE FACT.

During the semester, if you have more than 4 unofficial absences, each unofficial absence after that will result in 30 pts penalty applicable to your final grade. Eg. If you missed 6 classes without any Official documentation, at the end of the semester you will be penalized 30pts x 2 = 60pts.

Attendance will be taken and recorded only ONCE and if you are not present when your name is called, YOU WILL BE COUNTED AS BEING ABSENCE.

An atmosphere of mutual respect will be maintained in the classroom. We will start class on time and expect everyone to be present for the entire class. Do not allow your cell phone to ring or answer calls during class. Do not engage in any disruptive or distracting behavior during class, including side conversations during presentations. Use of electronic devices including audio, video, computing, and mobile devices is allowed only as approved by the professor for class-related purposes and may be prohibited at any time.

Everybody will be treated EQUALLY. DO NOT ask or email for ANY SPECIAL PERSONAL TREATMENT. If there is any extra credit available it will be available to EVERY STUDENT.

**Assignments.** Completion of ALL assignments is necessary to pass the class. If you missed more than 20% of homework assignment (2 assignments) in the semester, each missed assignment after that will result in penalty of 30 pts per assignment. E.g. If you missed 5 homework assignments in the semester, you will be penalized 3 x 30pts = -90pts.
WE DO NOT ACCEPT ANY LATE ASSIGNMENT. ALL ASSIGNMENTS (Blog, Blackboard, Lab … etc) IS DUE by 11:59pm ON WEDNESDAY. Assignment posted on 12:00am THURSDAY IS CONSIDERED AS LATE AND WILL NOT BE GRADED.

You are RESPONSIBLE to check your Blackboard grade vigorously. YOU HAVE EXACTLY ONE WEEK TO REPORT ANY ERROR ON YOUR HOMEWORK GRADE AFTER IT IS POSTED ON BLACKBOARD. NO ADJUSTMENT WHATSOEVER IN ANY HOMEWORK GRADE WILL BE MADE ONCE IT IS PAST THAT ONE WEEK PERIOD REGARDLESS OF ANY CIRCUMSTANCE.

THE MAJORITY OF WORK IN THIS COURSE CONSIST OF TEAM WORK. SHOULD YOU BE EXPELLED FROM YOUR ASSIGNED GROUP YOU WILL BE UNABLE TO COMPLETE THE WORK IN THIS COURSE AS AN INDIVIDUAL.

Learning Accommodations: Students with disabilities needing accommodations to fully participate in this class should contact the Disability Resource Center (DRC). All accommodations MUST be approved through the DRC. Please stop by Administration 114, call 208-426-1583, or email DRCinfo@boisestate.edu to make an appointment with a disability specialist. To learn more about the accommodation process, visit the DRC website: http://drc.boisestate.edu.

Writing Standards

The COBE Writing Guide (known as “the Guide”) will be the writing standard we use in this class. The Guide lays out a set of basic writing standards that will be used across all courses in the College of Business and Economics. These standards are a subset of rules about good writing taught in English and Communications courses and are based upon APA styles. This subset emphasizes professional communications in the workplace.

In our class, 20% of your grade for any writing assignment will be based on meeting the standards in the Guide plus any specific amendments or changes added specifically for this class. The Guide can be found at http://cobe.boisestate.edu/students/writing-styles-guide/.

Use of Technologies such as Email, Blackboard, and Web Space

Email

Students are required to use email for this class. The only email address used to contact you will be your official Boise State University address (e.g., BusterBronco@u.boisestate.edu). Check your email every day for important announcements. You may arrange to forward your U email to other addresses as you
wishes. It is important that you observe the following email guidelines (these may also be amended during the semester):

1. **Again, the only email address used to contact you will be your official Boise State University address.** If you send the professor an email message and it has a "reply-to" address different from this, then the professor may choose to select "Reply," in which case you are responsible for any replies that are sent to any and all "reply-to" addresses as well.

2. **Include the class name (ITM 360) and your name in the subject or the body of your message.** For specific assignments, other requirements for subject lines may be announced. **YOU WILL RECEIVE NO RESPONSE IF YOU DO NOT FOLLOW THIS REQUIREMENT.**

3. **Your messages should consist of only ordinary text. Do not include any attachments to your emails unless they are specifically requested in advance or truly necessary.** Unexpected or unnecessary attachments will not be opened. If you prepare documents in other applications such as a word processor, use "cut and paste" to include contents in the body of your email message as ordinary text. Avoid unnecessary HTML or special fonts in your messages. If you're not familiar with your email client, it is a good exercise to learn how to set it's options so that messages are send in ordinary text without HTML, attachments, graphical signature components, etc.

4. Professors receive many email messages and it sometimes takes a while to respond. **Email will be answered within 48 hours. If you do not get any response please see (2) above.** For urgent communications, please use the phone or stop by during office hours.

**Blackboard**

Students are expected to use Blackboard. More information is available from the Blackboard home page. **Configure your blackboard account with your official Boise State University address,** as the professor may use Blackboard as a source for email addresses. Because we may use Blackboard for announcements, assignments, discussion boards, etc., you'll be expected to regularly check it. Please use ordinary email rather than internal Blackboard messaging whenever possible.

**Other technologies**

We may use other technologies such as Web space for each student, Hardware and software manufacturer manuals, Google Sites, Groups, and Docs, Wikis, blogs, Twitter, YouTube, discussion forums and lists, etc. More information will be provided when needed. There will be a mix of hands-on activities between the lecture and lab sections, with most of the hands-on assignments being in the lab section.
Grading

Project and homework guidelines will be distributed separately. Below is a preliminary approximate breakdown of points (some refinement may occur over the semester). Grades, posted by student-selected anonymous code, will be available on the class Web.

Component

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100 pts</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100 pts</td>
</tr>
<tr>
<td>Homework (10x)</td>
<td>100 pts</td>
</tr>
<tr>
<td>Project</td>
<td>100 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>400 pts</strong></td>
</tr>
</tbody>
</table>

Final Grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>97 - 100</td>
<td>A+</td>
</tr>
<tr>
<td>94 – 96.999</td>
<td>A</td>
</tr>
<tr>
<td>90 – 93.999</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89.999</td>
<td>B+</td>
</tr>
<tr>
<td>84 – 86.999</td>
<td>B</td>
</tr>
<tr>
<td>80 – 83.999</td>
<td>B-</td>
</tr>
<tr>
<td>77 – 79.999</td>
<td>C+</td>
</tr>
<tr>
<td>74 – 76.999</td>
<td>C</td>
</tr>
<tr>
<td>70 – 73.999</td>
<td>C-</td>
</tr>
<tr>
<td>67 – 69.999</td>
<td>D+</td>
</tr>
<tr>
<td>64 – 66.999</td>
<td>D</td>
</tr>
<tr>
<td>60 – 63.999</td>
<td>D-</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

Technical Support

Technical support for your Boise State accounts and passwords (including myBoiseState and BroncoMail) is provided by the campus Office of Information Technology (OIT). They can be reached at 426-HELP or helpdesk@boisestate.edu. They also have an MBEB Zone area on the 2nd floor of MBEB with 6 public computers, printers, and assistance.
Boise State Statement of Shared Values

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members and all who are part of COBE are expected to adhere to the following values.

- **Academic Excellence** – engage in our own learning and participate fully in the academic community’s pursuit of knowledge.

- **Caring** – show concern for the welfare of others.

- **Citizenship** – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.

- **Fairness** – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.

- **Respect** – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn’t resort to intimidation, coercion or violence to persuade.

- **Responsibility** – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.

- **Trustworthiness** – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.

**COBE Core Curriculum coverage**

Students in this class will learn or practice the following COBE Core Curriculum concepts, methods, and skills:

1. Understand and apply analytical and disciplinary concepts and methods related to business and economics:
1.5. Information Technology Management

2.1. Communicate effectively: Write messages and documents that are clear, concise, and compelling

2.2. Communicate effectively: Give oral presentations that use effective content, organization, and delivery

3. Solve problems, including unstructured problems, related to business and economics

4. Use effective teamwork and collaboration skills

5. Resolve ethical issues related to business and economics