

Syllabus

Information

Professor: Fawzi Noman
Office: Smith Hutson Building (SHB) 305G
Phone: (936) 294-4879
email: fnoman@shsu.edu
Text: *Guide to Networking Essentials 5ed.*, Greg Tomsho, Tittel and Johnson,
Thomson Course Technology, ISBN: 1418837180
Office Hrs: T 2 pm – 4:00 pm
Th 11:00 am – 12:00 noon
Other time by appointment

Objectives

The objective of this course is for students to understand and appreciate the role that computer-based information systems play in today's business environment. Students will use computers, networks, and software applications on a daily basis. Students will learn the basics of spreadsheets, presentation software, and internet applications. Students will read and discuss social and managerial issues created by the emergence of an information-based economy.

Things you will need

1. Textbook
 2. SHSU computer account (check with a lab assistant)
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Schedule

Date	Topic	Assignment	Due
8/21/2006	Introduction and Class Policies		
8/23/2006	Chapter 1		
8/28/2006	Chapter 1	Quiz 1	E-mail 1
8/30/2006	Chapter 2		
9/4/2006	Chapter 2		
9/6/2006	Chapter 3		E-mail 2
9/11/2006	Chapter 3	Quiz 2	
9/13/2006	Chapter 4	Quiz 3	GA 1

9/18/2006	Chapter 4		
9/20/2006	Chapter 5	Quiz 4	IA 1
9/25/2006	Chapter 5		
9/27/2006	Chapter 6	Quiz 5	
10/2/2006	Chapter 6		GA 2
10/4/2006	Test: Chapter 1-5	Test 1	
10/9/2006	Chapter 6		
10/11/2006	Chapter 7	Quiz 6	IA 2
10/16/2006	Chapter 7		
10/18/2006	Chapter 8	Quiz 7	
10/23/2006	Chapter 9	Quiz 8	IA 3
10/25/2006	Chapter 9		
10/30/2006	Chapter 10	Quiz 9	
11/1/2006	Chapter 10		GA 3
11/6/2006	Chapter 11	Quiz 10	
11/8/2006	Chapter 11		
11/13/2006	Chapter 12	Quiz 11	IA 4
11/15/2006	Test: Chapter 6-9	Test 3	
11/20/2006	Chapter 12		
11/22/2006	Thanksgiving Holidays (11/21/2006 – 11/23/2006)		
11/27/2006	Chapter 13	Quiz 12	
11/29/2006	Chapter 13		
12/4/2006	Chapter 14	Quiz 13	
12/6/2006	Review	Quiz 14	GA 4
12/11/2006	Final: Chapter 10-14	8 am – 10 am	Final

Grades

Final grades will be composed of Tests, Assignments, Quizzes, and the final. Your grade will be calculated according to the table below:

Part	Percentage of Grade
Tests	30%
Quizzes	15%
Assignments	40%
Final	15%

Your letter grade will be assigned according to the standard grading scale shown below.

Final Score	Letter Grade
90 >= Score	A

80 >= Score	B
70 >= Score	C
60 >= Score	D
Score < 59	F

Attendance

A bonus of 3 points on the final grade will be given for perfect attendance (No absences whatsoever). I will take attendance to keep a record of who attends class. You are allowed 3 hours of absence, excused or unexcused, without penalty.

Homework

Each assignment will be handed in via email, and is **due BEFORE CLASS on the day it is due**.

The due dates for the homeworks can be found in the 'Due' column of the Schedule. All homeworks will be submitted via email, and must be sent before class period of the due date. The dates and times on the email message will be checked to assure the homeworks are not late. If your class starts at 11 am, and the assignment is mailed at 11:01 am, **the assignment is LATE**.

Furthermore, the homeworks must be submitted correctly to be accepted. See [How to hand in homework](#).

Cheating vs. Helping

I encourage students to help each other with the homework assignments. However, each student's assignment should be performed entirely by that student. To ensure that your work is independent:

1. Do not obtain or use another student's file(s) in any way
2. Do not give other students access to your file(s) in any way
3. Do not "work together" on a single file/document
4. Do not "start with" another student's file/document
5. Edit another student's file/document

However, in the spirit of collegiality and learning, I encourage you to:

1. sit beside and "coach" another student through an assignment
 2. sit at adjacent, separate, computers and "work together" on separate documents
 3. look over another student's shoulder (with their permission) as they work on an assignment
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Tests and Quizzes

Tests are shown on the [schedule](#). Tests will be approximately 25 questions, multiple

choice and/or true/false and a hands-on practical portion. They will be straight-forward and should be relatively easy if you have attended class, read the material, and completed the assignments.

Quizzes will be approximately 10 questions, multiple choice and/or true/false. They will be given at the beginning of the class period and will cover the reading assigned for that day. The lowest quiz grade will be dropped. There will be no quiz make-ups.

Miscellaneous

1. There will be absolutely no food or drink in the network lab.
2. Cell phones must be turned to silent mode. If you are expecting a call take it outside in the hall.
3. Cheating or plagiarism will not be tolerated. Students will be handled according to university guidelines.
4. Homeworks are due at the beginning of class.
5. Late Assignments will be assessed a 10-point-per-day late penalty. Days include weekends, holidays, and all non-class days. A maximum of 50 points will be taken off for lateness.
6. In the event of cancelled class meetings, any scheduled homework will be due the following class period, and any scheduled test will be taken the following class period.
7. If you have an emergency and must miss an exam, you must call my office number (936) 294-4879 or email me **BEFORE** the exam. Leave a voice mail message if I am not there. This will document that you tried to reach me. Make-up arrangements and format is at the instructor's convenience and discretion.

Guidelines for Success

1. Attend class. Tests and homeworks are based on material covered in class. You will understand the material and get better grades if you attend class.
2. Do the homework, in order. Tests are based on the homework, and the material is cumulative.
3. Do any suggested problems.
4. Schedule time for class work. Decide that you will work on this class every day between 10 am and noon (or whatever fits into your schedule.) Keep to the schedule you set. This is a labor-intensive class, with assignments due nearly every week.
5. Get started immediately! You must use the computer to develop your skills. You must read the material and think about it to understand and use it.

Policies

Student Syllabus Guidelines: You may find online a more detailed description of the

following policies. These guidelines will also provide you with a link to the specific university policy or procedure:

<http://www.shsu.edu/syllabus/>

Academic Dishonesty: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. [*See Student Syllabus Guidelines.*](#)

Classroom Rules of Conduct: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

Student Absences on Religious Holy Days: Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. [*See Student Syllabus Guidelines.*](#)

Students with Disabilities Policy: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. [*See Student Syllabus Guidelines.*](#)

Visitors in the Classroom: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.