FACULTY DATA:
Dr. Douglas Turner Phone: 678.839.5252 Miller 2223

OFFICE HOURS:
- Tuesday 12:30 – 15:00 Wednesday 10:00 – 14:00 (via e-mail) - Or by appointment

COMMUNICATION AND SUPPORT:
- All e-mails to the Professor are to be sent to dtturner@westga.edu.
- Your UWG e-mail account is the official method of individual communication at UWG.
- Only assigned University of West Georgia e-mails accounts will receive an e-mail response.
- **No e-mails are answered within the CourseDen environment.**
- E-mails to the Professor will be normally answered during the next scheduled session of office hours.

CRITICAL INFORMATION:
- **This syllabus is subject to change by the Professor.**
- Syllabus changes are defined by the **revision date** stated on top of this page.
- The due dates are posted below in the **SUMMER 2016 SCHEDULE**.

DESCRIPTION / CONTENT:
- This course utilizes a course of study (COS) in the specific knowledge base of CompTIA Networks+.
- Students may pursue an alternative COS topic and certification with the Professor’s approval.
- Optional COS must be at least equivalent in content rigor and length (CEU’s as the measurement) as the CompTIA Network+ COS (The optional COS form is listed below).
- Each student will secure an approved COS to be eligible to remain in, and attempt to complete this course.
- This course requires you to log on the LearnSmart web based training system.
- Student access to Learnsmart expires on **AUGUST 1, 2016**.
- Upon the successful completion of the optional proctored exam (score of 80% or greater) the student may be eligible for financial assistance by the University to assist in paying for the appropriate certification exam.
- Financial assistance for the certification exam expires on **September 18, 2016**.

LEARNING OBJECTIVES:
- Learning objective related to Learning Goal(s)
1. Students will demonstrate an understanding of a specific assigned topic within the area of Management Information Systems in the context of historical development, technology, or application usefulness and impact, competitive technologies or applications, and future trends. (BBA 3, MIS 1)
2. Students will demonstrate the ability to use both the library and on-line resources available to acquire relevant information for their project (BBA 3).
3. Students will demonstrate the ability to organize their work in an effective and professional manner utilizing verbal presentations, papers, and electronic media presentations (BBA 1, MIS 1).
4. Students are to participate in the evaluation of presentations (BBA 1).

CREDIT HOUR POLICY (3 CREDIT HOURS):
- For approximately 15 weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week.
- This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.
STUDENTS RIGHTS AND RESPONSIBILITIES:
- Please carefully review the information at the following link:
  http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf
- This link contains important information pertaining to your rights and responsibilities in this class.
- Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.
- The University of West Georgia Academic Honesty Policy will be enforced.

AMERICANS WITH DISABILITIES ACT:
- The Office of Disability Services will help you understand your rights and responsibilities under the Americans with Disabilities Act and will provide you further assistance with accommodations.
- If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please notify your instructor using the course email system by the end of the first full week of class and attach a PDF copy of your SAR (Available from the Office of Disability Services).

MATERIALS AND PREREQUISITES:
- Each student will be assigned an appropriate LearnSmart access once their COS has been approved.
- Each student must have technology sufficient to complete the agreed to COS, if a student cannot complete the COS materials remotely then the student will be required to utilize available public (open) computer labs.
- No classroom has been reserved for the completion of COS work.

GRADE CALCULATION:
- The quiz screen shot binder contains the individual student’s clearly printed screen shot of each gradable quiz screen (as listed on their approved COS).
- The course grade reflects the performance and content quality of the content quiz screen shot binder.

Summer 2016 SCHEDULE:
Wednesday, July 6 12:30 MANDATORY ATTENDANCE IN CLASS.
Wednesday, July 6 17:00 (last date to submit PDF of the completed COS for approval).
Thursday, July 7 20:00 (COS approval closes, without students cannot complete course).
Monday, July 25 9:00-11:00, 13:00–15:00, 15:00-17:00 (five seats available each session).
Tuesday, July 26 9:00-11:00 and 13:00–15:00 (five seats available each session).
Wednesday, July 27 9:00-11:00 and 13:00-15:00 (five seats available each session).
Wednesday, July 27 12:30 MANDATORY ATTENDANCE IN CLASS;
  Quiz screen shot binder submission physically due at the beginning of class.
Thursday, July 28 9:00-11:00 and 13:00-15:00 (five seats available each session).

PROCTORED EXAM:
- You will be scheduled a two hour window to sit for the proctored (closed book and closed note) practice exam associated with your COS within LearnSmart that will be administered in the MIS lab in Miller Hall 2215.
- The proctor is only an exam monitor, the individual student has complete and sole responsibility for all log on and access functions. If you cannot independently access the exam then you will not be allow to complete it.
- NO LOG ON OR ACCESS SUPPORT TO LEARNSMART will be available or offered during exam.
- The proctored practice exam does not impact your course grade, but it may allow you to acquire financial support for the actual associated certification exam.

- BEFORE YOU LOG OFF:
  - The proctor must record your exam score on paper.
  - You must send a screenshot of the exam score by e-mail to the Professor and the proctor.
  - You must wait to receive an e-mail response of receipt from the proctor.
  - Failure to have your exam score captured via e-mail will void the exam.
COURSE OF STUDY:

- Open as a word.doc, type in your last and first name, 917 number, and e-mail address.
- Sign and submit a PDF copy of COS sheet to the Professor.
- Once registered for the class students are highly encouraged to immediately submit their COS(s) to dtturner@westga.edu to gain advanced COS approval to begin study.

Study focus: CompTIA Network+ (N10-006)

<table>
<thead>
<tr>
<th>COURSE ID / ITEM #</th>
<th>COURSE TITLE</th>
<th>LESSONS</th>
<th>COURSE QUizzes</th>
<th>HOURS (CEUs)</th>
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<tbody>
<tr>
<td>1720 01</td>
<td>TCP / IP Fundamentals</td>
<td>40</td>
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<td>1721 02</td>
<td>Network Infrastructure Services</td>
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<td>1722 03</td>
<td>Understanding Network Devices</td>
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<td>Installing, Configuring, and Maintaining WLANs</td>
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<td>1727 08</td>
<td>Network Security</td>
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<td>1728 09</td>
<td>Network Concepts and Theory</td>
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<td>1731 12</td>
<td>Advanced Network Concepts</td>
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</table>

This is COS sheet 01 of 01

Total lessons: 451 (this page)  Total quizzes: 25 (this page)  Total hours CEUs: 24 (this page)
Continuing Education Units (CEU) are not assigned or recorded. CEU values are only used for Course ID comparisons.

Name of the LearnSmart proctored practice exam:
Network+ (N10-006): Test Me-CompTIA Exam Network+ (N10-006)

Student_Last_Name: ____________________  Student_First_Name: ____________________

917____________  Student e-mail address: _____________________________@my.westga.edu

Student_Signature: _______________________________________________________

Faculty_Approval: _____  Faculty_Signature: __________________________________

Date: __________
OPTIONAL COURSE OF STUDY:

- Complete this form based on the outline and instructions above for the CompTIA Network+ COS model.
- All items submitted on this COS will be typed with the exception of your signature.
- Once registered for the class students are highly encouraged to immediately submit their COS(s) to dturner@westga.edu to gain advanced COS approval to begin study.

Study focus: ________________________________________________

- The course content numbers can be found at [https://www.learnsmartsystems](https://www.learnsmartsystems).
- Each listed course content has an associated course hour listed.

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This is COS sheet 01 of 01

If you have selected more than 15 COURSE ID / ITEMS then please add additional COS sheets as needed and modify the COS sheet count above. Also change "the ITEM # in the first column to 16-30 on second COS, 31-45 on third, and so on as needed.

Total lessons: ____ (this page)  Total quizzes: ____ (this page)  Total hours CEUs: ____ (this page)

Continuing Education Units (CEU) are not assigned or recorded. CEU values are only used for Course ID comparisons.

Name of the LearnSmart proctored practice exam:

__________________________________________________________________________

Student_Last_Name: ____________________  Student_First_Name: ____________________

917__________  Student e-mail address: ___________________________________________@my.westga.edu

Student_Signature: ____________________________________________________________

Faculty_Approval: ______  Faculty_Signature: _______________________________________

Date: ______

Summer 2016 – CISM 3350