SYLLABUS
COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING

IT4333: Network Configuration & Administration
SPRING 2021

Course Information

Class meeting time: *This course is 100% on-line*
Modality and Location: *This course is 100% on-line*

Instructor

Name: Stevie Prettyman
E-mail: sprettym@kennesaw.edu
Office Hours: Available by appointment. Virtual face-to-face meeting. I live in Key West, Fl.
Course Communication:
- Email is the best way to reach me. **Please do not use D2L email if possible.** Instructor's KSU email (sprettym@kennesaw.edu) should only be used. Students who use D2L email will see a delay in response time.
- Students' emails will be replied WITHIN 24 hours during the weekday. Weekend and holidays don't apply. I usually will respond within a few hours.
- When emailing me, put the course number in the subject line. Emails without proper subject line might not receive a reply.
- Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to a KSU email account.

Course Description

Prerequisites/Corequisites:
1.   IT-4323 Data Communication and Networking

Credit Hours: *3-0-3*
Required Texts: **Network Management Fundamentals**
    Author: Alexander Clemm, Cisco Press, 2007, ISBN-13: 978-1-58720-137-0;

This course also was developed to use cost-free materials curated from the web. Each Learning Module (LM) has a Readings ReadMe file that provides links and notes for the materials.

Please pay special attention to and comply with any Copyright notices, Disclaimers, Disclosure and Restrictions for each of the materials.

These and other materials might be embedded in the course modules and might be restricted to use in this class. PLEASE NOTE THE MATERIALS CURRENTLY IN OR LINKED FROM THE LEARNING MODULES ARE SUBJECT TO CHANGE.

Course Description:
>   This course continues the study of networks. Topics include design and implementation of networks including synchronization, scheduling, exception and deadlock resolution, client server and web based collaborative systems. Network security will also be covered. Cost estimates and speed are examined from a management perspective.

Prior Knowledge:

Online courses normally require participants to have average computer literacy. Students should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). These programs will need to be accessible to students through home use or other computer access. A list of primers on many of these technologies is available at https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/documents/

A working knowledge of the D2L learning management system is required for participation in online courses.

Technology Requirements:

Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with at least Microsoft Office (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g. RealPlayer, Windows Media Player, QuickTime).

Your internet connection will also be important to your ability to access information. A slow connection will not be satisfactory. Faculty often use audio and video files that would take a very long time to download over slow internet connections. We highly recommend a high-speed internet connection for taking online courses.

You will need a headphone and microphone for live group meetings through Google Meets on Air. Please mute your microphone unless you are speaking in the Google Meets.

Student Learning Outcomes

Upon successful completion of the course, each student will be able to:

(1) Demonstrate how to manage network systems;
(2) Apply the various management strategies to managing networks;
(3) Describe concepts of network configuration management;
(4) Demonstrate knowledge of SNMP, SMI, MIB, RMONI, RMON;
(5) Demonstrate skills in configuring specialized network security software.

Evaluation and Grading Policies

Weight Distribution

Grading Item	Weight
Labs and Projects	60%
Mid-Term	15%
Final	25%
Total	**100%**

Grading Scale:
90% - 100% A
80% - 89% B
70% - 79% C
60% - 69% D
0% - 59% F

Course Policies

Course Attendance Policy

Class participation grade (if available) is based on online participation.
- Your activities in the D2L discussion boards reflect your online participation and complement your learning process.
- You are required to log into the course in the D2L system at least twice each week. You are considered absent if you have not logged in twice in a particular week.

Grading Items Turnaround Time
- Items that are not auto graded by D2L will be graded on the weekend following the due date. Most due dates are on Sunday evenings before midnight. **Items submitted on or before Sunday will be graded by midnight the following Saturday (if not sooner).**

Communication
The best way to communicate with me is via e-mail. Please use your Kennesaw e-mail. I can check Kennesaw e-mail in the office, at home, and on my phone. If you use D2L e-mail there will be a delay in response time. I usually respond to emails within 24 hours, weekdays. If we need to discuss something face to face, we can schedule a virtual session, since I live remotely in Key West, Fl.

Announcements
Important announcements will be made to the class electronically through the D2L Announcements Tool. It is important that you check your D2L account regularly for announcements, new assignments, grade postings, and other discussions. Each Monday an announcement will be posted reminding students of the required activities for the following week.

Email Policy

- Email is a great way of communication. Please write the email subject like this: CYBR4423 – your real subject
- Per FERPA regulation, please use your university email (not D2L) to communicate with me. This can verify your identity and protect privacy. I reserve the right not to reply any email that I cannot verify sender's identity. E-mails sent via D2L will have a delayed response.
- E-mail automatically gives us both a record of what was communicated.
- Emails without proper subject line or unverified sender address are NOT guaranteed to be replied.

Assignments & Exam Policy

- All assignments **MUST** be submitted through D2L (https://kennesaw.view.usg.edu/) course website by the deadline specified in course announcements and calendar (usually Sunday's before midnight). Email submission will **NOT** be accepted. Any assignment turned in late will **NOT** be accepted.
- All quizzes and exams MUST be completed on D2L website by the deadline specified in course calendar. The quizzes and exams can't be opened/submitted after the deadline.
- If you must miss an exam due to illness, you must e-mail or call me before the scheduled time. Failure to notify the instructor prior to the scheduled time will produce an automatic zero for the exam. NO makeup test except for emergencies with proof (e.g. doctor's slip which includes doctor's contact information. Logo, and dates unable to work).

Proctored Final Exam (not required for this course)

Respondus Lockdown Browser + Web Camera will be used for the final exam. LockedDown Web Browser Student Guide:
https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/D2L_Brightspace_Quizzes_LockDown_Browser_Dashboard_Faculty_Guide.pdf
Please contact me if you have any questions.

Class Communication Rules
In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:
- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online

environment.

- Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Course Schedule

The course schedule is tentative and is subject to change. Please use D2L course calendar as accurate due dates.

For holiday, final exam dates, and other university wide events, please review the Academic calendar at: https://registrar.kennesaw.edu/academic-calendars/index.php

Weeks	Class Activities	Notes/Due Dates
Week 1	Chapter 01 Setting the Stage	
Week 2	Chapter 01 Setting the Stage *1/18 is a school holiday*	
Week 3	Chapter 03 The Basic Ingredients of Network Management	
Week 4	Chapter 04 The Dimensions of Management	
Week 5	Chapter 05 Management Functions and Reference Models	
Week 6	Chapter 05 Management Functions and Reference Models	
Week 7	Chapter 06 Management Information	
Week 8	Chapter 06 Management Information	
	Spring Break (3/8-3/14)	Have fun!
Week 9	Chapter 07 Management Communication Patterns *Last Day to Withdrawal without penalty (3/15)*	
Week 10	Chapter 07 Management Communication Patterns	
Week 11	Chapter 08 Common Management Protocols	
Week 12	Chapter 09 Management Organization: Dividing the Labor	
Week 13	Chapter 10 Management Integration	
Week 14	Chapter 11 Service Level Management	
Week 15	Chapter 12 Management Metrics *Last Day to Withdrawal with penalty (4/26)*	
Week 16	Study for final	
Final Exam	Final Exam (Actual dates TBA)	Good Luck!

Course Organization

This course will be organized as weekly units: each week starts on **MONDAY** and ends on **SUNDAY**. All homework, lab assignments are due on **SUNDAY** at **11:59PM**.

During each week, we have the following materials:

(1) PowerPoint slides;

(2) Assigned reading from textbook;

(3) Links for video lectures;

(4) Assignments;

For each content module you should:

(1) Read the assigned sections of the textbook;

(2) Digest the PowerPoint slides;

(3) Take online quiz if assigned;

(4) Finish homework assignments and submit it on time (must submit as a .docx or .pdf file);

Expectations/Class Participation

Expectations/Class Participation: For this online or hybrid class, you should expect to spend seven to eight hours each week on coursework. Logging in at least three times a week is minimally necessary to be productive and to interact with your peers. Keeping up with the weekly assignments and work and submitting them on time is necessary. My role will be one of facilitator for this interaction. The more effort exerted by all to complete readings, meet the due dates and participate in and contribute to the online discussions, the more meaningful and dynamic the learning experience for all. Assignments should be turned in using the Assignment Folder tool by the due date and time listed in the Assignment Folder.

The successful students in my courses do the assignments and discover and mine information from them for their projects. Success also requires reading and doing external research more widely than the textbook. Thus, to be successful, one should work each week on that week's assignments, read, evaluate and use external resources and also keep contributing to and reading the discussions about each assignment. Do work on your exercise assignments individually. The information that you mine from them can and should be contributed to the group projects and case studies.

Late Assignments: All assignments will be submitted in D2L Assignment Folder by the due dates. Please do not submit any work via email. All due dates for activities are in Eastern Standard Time and in the D2L Assignment Folder. **No late assignments are accepted.** However, for medical emergencies, an official doctor's note, including dates of inactivity and contact information, which has been approved by the instructor, will grant additional time to complete assignments. Discussion responses should be timely to be fully considered in your grade.

Student Responsibility

Distance learning requires more individual discipline than traditional classes and requires that you have at least some control over your time and schedule. It is not easier or less time than face-to-face courses. During each week, students are expected to:

- Check D2L course website regularly;
- Follow the weekly study guide;
- Study the assigned material, such as; virtual lectures, textbook chapters, PPT slides, etc.;
- Complete and submit assigned quizzes or homework on time.

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- Complete and submit assigned quizzes or homework on time.

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at your own pace and in whatever environment that you choose. Below are some tips for effective online learning:

- **Check the D2L course website regularly.** Always be aware of the current status of the course. It might be helpful to subscribe to the RSS feeds within the News Tool, sign up for text message alerts, or subscribe to your posts within the Discussion Tool. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.
- **Work closely with your instructor.** If you have any questions, please contact me immediately. The best way to contact me if via email or text, and you will be guaranteed to have a reply within 12 hours.
- **Begin your work early.** If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never wait until the last minute to begin an assignment! You'll have no turnaround time if you need help or something happens.

What is Plagiarism?

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism.

If you have questions on how to cite your work, please contact me immediately! For more information, please refer to the "Plagiarism Policy" under the *Policies* section of this syllabus.

Plagiarism Review

Students agree that by taking this course all required papers may be subject to submission for textual similarity review for the detection of plagiarism.

Institutional Policies

- [Federal, BOR, & KSU Course Syllabus Policies](#)

- [Academic Integrity Statement](#)
  - Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other's help or help other in completing the quizzes or exams.
  - The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

Academic conduct:

Collaboration with your classmates in studying and understanding the material is part of the collegiate experience and is strongly encouraged. Collaboration on written assignments is permitted and encouraged, but each student must turn in work written in his or her own words. Copying another's work will be considered cheating; all students involved will receive a grade of zero, a reduction in the course grade, and possibly other penalties including failure of the course and dismissal from the University (see above). Unless you are specifically advised otherwise by the instructor, any work submitted for credit must be completely the work of the individual student.

Collaboration or cheating on examinations will result in a grade of zero, a reduction in the course grade, and possibly other penalties including failure of the course and dismissal from the University (see above). Plagiarism, fabrication, or other academic misconduct will result in a grade of zero, a reduction in the course grade, and possibly other penalties, including failure of the course and dismissal from the University.

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. See also https://web.kennesaw.edu/scai/content/ksu-student-code-conduct.

It is very important that you understand the concepts of academic integrity. If any of the above is not clear, or if you are not certain what some of the terms mean, please ask me. A misunderstanding in this area could end your academic career.

Students with disabilities:

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Kennesaw State University does not deny admission or subject to discrimination in admission any qualified disabled student.

A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students must visit the Office for Student Disability

Services and make an appointment to arrange an individual assistance plan. In most cases, certification of disability is required.

ADA Position Statement:

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, age, sex, national origin or disability in employment or provision of services. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.
The Americans with Disabilities Act (ADA), Public Law 101-336, gives civil rights protections to individuals with disabilities. This statute guarantees equal opportunity for this protected group in the areas of public accommodations, employment, transportation, state and local government services and telecommunications. The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact:

ADA Compliance Officer for Students: 470-578-6443

ADA Compliance Officer for Facilities: 470-578-6224

ADA Compliance Officer for Employees: 470-578-6030

For more information, go to: http://www.kennesaw.edu/stu_dev/dsss

Information about accessibility of technologies required for the course can be found here: https://softchalkcloud.com/lesson/serve/jV10GKPfztZwQn/html

Privacy Policies:

The privacy policy for Desire2Learn Brightspace can be found here:
http://www.brightspace.com/legal/privacy/

The privacy policy for the Learning Styles Index is included in the FAQ and states: "Your response data and your learning style profile are not stored or sent to anyone other than you and cannot be recovered once you have received the profile."

KSU Statements on COVID-19

Face Masks in The Classroom
As mandated by the University System of Georgia, the university requires the use of face masks in the classroom and in KSU buildings to protect you, your classmates, and instructors. Per the University System of Georgia, anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Please contact Student Disability Services at sds@kennesaw.edu for student accommodation requests.

Shifting Modalities

Please note that the university reserves the right to shift teaching modalities at any time during the semester, if health and safety guidelines require it to do so. Some teaching modalities that may be used are F2F, Hyflex, Hybrid, or online, both synchronous and asynchronous instruction.

Staying Home When Sick

If you are ill, please stay home and contact your health professional. In that case, please email the instructor to say you are missing class due to illness. Signs of illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

Seating Plans

Students will sit in the same seat for every F2F class so that the instructor can use a seating plan for contact tracing if a student contracts Covid-19.

Student Resources

This link contains information on help and resources available to students: KSU Student Resources for Course Syllabus