



**CIS 5304-110, CRN 80703, Telecommunications for Managers**

Fall 2018 rev. 8.22.2018

Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Randy Brown**

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For course related communications, please use Canvas “Inbox”

**COBA Department Main Phone Number: (254) 519-5437**

**COBA Department Main Email: [cobainfo@tamuct.edu](mailto:cobainfo@tamuct.edu)**

**COBA Department Main Fax#: (254) 501-5825**

**Office Hours:**

<b>Location</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
FH 323J	By Appointment	2:00 - 3:30 pm, & by appointment	By Appointment	2:00 - 3:30 pm, & by appointment	By Appointment
Virtual	By Appointment	By Appointment	By Appointment	By Appointment	By Appointment

▪ **Mode of instruction and course access:**

This is an ONLINE course – there will be NO “official” face-to-face classroom time. The A&M-Central Texas Canvas Learning Management System (Canvas) [<https://tamuct.instructure.com>] will be our primary resource for the class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material, and should check Canvas at least daily for updates. The course outline in this syllabus shows the basic schedule for the semester.

▪ **Student-instructor interaction:**

Please send all course related correspondence through Canvas “Inbox”. Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours Mon-Thurs and within 48 hours on Fri through Sun. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone, Canvas Inbox, or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course.

**911 Cellular:**

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION****Course Overview and description**

This course examines the management and utilization of data communication technologies including technical components, configurations, applications, protocols, legal issues, software and management issues, Local Area Network (LAN) technologies, and security issues.

Prerequisite: CIS 5301 or approval of department head.

**Student Learning Outcomes:**

1. Student Learning Outcomes  
A student successfully completing this course should demonstrate a firm understanding of the basics of Telecommunications:
  - 1.1. Demonstrate knowledge about a wide range of telecommunication technology and management
  - 1.2. Evaluate work conditions and employment responsibilities in telecommunications.
  - 1.3. Create material to demonstrate knowledge of telecommunications analysis tools
  - 1.4. Develop an in depth detailed knowledge of the topic
  - 1.5. Assess security trends and threats to telecommunications

**Required Reading and Textbook(s):**

**Required Text:** *Data Communications & Computer Networks, Curt M. White, 8th Ed, Cengage*  
*ISBN: 978-1-305-11663-3*

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## COURSE REQUIREMENTS

- 1. Reading Assignments:** All assigned chapters will be used as basis for class and/or blackboard discussions. Study the assigned readings before each class.
- 2. Attendance/Participation Policy:** Class attendance is required. The policy as officially stated by the University will be enforced. Students are expected to make arrangements with the instructor before missing a series of classes due to job requirements. Students are responsible for any material missed during an absence. In all cases, the responsibility remains with the students to meet/obtain all course requirements/changes. If you are not present the class period your presentation is scheduled, the presentation grade is zero. Regular course progress is expected. It is each student's responsibility to review Canvas and the syllabus for the latest information, assignments and examinations. NOTE: Attendance will be taken each class period. Attendance will count as 10% (100 Points) of your total grade.
- 3. Homework:** Homework will be assigned after each chapter and is intended to reinforce the concepts discussed in class. Groups may work together on homework. Each homework assignment will be worth 10 points, but only the top 10 will count (100 points total or 10%).
- 4. Hands-On Exercises:** After each chapter you will have a Hands-On Project to complete. Hands-On Exercises are to be **individual** work and any collaboration will result in a 0 for all collaborators! Each will be worth 10 points, but only the top 10 will count (100 points total or 10%)
- 5. Group Project:** In addition to the paper and homework, there will be a term "Project". The project may be a single semester-long project, several labs spread throughout the semester, or some other configuration. This is a group project and each group needs to work independently from the other groups. Any working together will result in a grade of 0 for all participants. The project will be worth 30% (300 points) of your grade. See project description on Canvas for more details.
- 6. Examinations:** There will be a final exam worth 200 points (20%) and will cover all 13 Chapters of the book and anything else we discuss in class. Makeup exams will be given ONLY when arrangements have been made PRIOR to the class meeting. NOTE: Late exams will NOT be accepted.

- 7. Term Research Paper:** Each Student will be required to write a Research Paper. In the required paper, students will select and explore a current topic/trend in telecommunications for a specific (student selected) industry. It will consist of at least five double spaced pages (not including title page, table of contents, bibliography, appendixes, etc.) in length with 1" margins formatted in APA style. This is a professional paper – do not use informal language. Do not over quote your references, instead summarize what they say in your own words, and provide reference to the article. **Every claim you make in the paper should have a peer-reviewed academic reference. Wikipedia is NOT academic and should not be used** unless it is unavoidable. The paper must be submitted in MS Word format (.rtf, .doc, .docx). There will be three preliminary deliverables worth 20 points each and a presentation worth 30points. There are also two discussion parts worth 10 points each. The final paper will be worth the remaining 110. (total: 200pts or 20%).

**NOTE: I take a hard line on plagiarism. Plagiarism will not be tolerated. Any paper containing plagiarism will be given a score of 0 and the student will be referred to Student Affairs for Academic Integrity Violation.**

A grading rubric for the paper can be found in Appendix A: Research Paper Rubric.

- 8. Late Submissions:** Homework Assignments will be considered late if submitted after the due date/time. A late penalty of 5% per DAY (max of 20% deduction per week) will be applied. That means that NO submissions will be accepted if submitted more than 5 weeks after the due date. In addition, discussions MUST be completed within the week during which the discussion is assigned (i.e. **late discussions will NOT be allowed**). **Late tests will NOT be accepted!**

NOTE: **NO** work will be accepted after 12/14/2018.

**9. Other Notes about assignments:**

Most (ALL) assignments will be submitted via Canvas.

- 9.1 All assignments are due at the beginning of the next class day after being assigned.
- 9.2 If there are multiple parts, submit all parts in a **SINGLE** zip file. I would suggest you create a folder for each assignment, then you can zip that entire folder at once.
- 9.3 Make sure all parts are labelled in a logical manner that makes it easy for me to figure out which part of the assignment is which.

### Grading Criteria Rubric and Conversion

Assignment	Points	Percent	My Grade
Final Exam	200	20%	
Group Project	300	30%	
Term Paper	200	20%	
Hands-On	100	10%	
Homework	100	10%	
Participation	100	10%	
<b>Total</b>	<b>1000</b>	<b>100%</b>	

Percentage	Points	Grade
90.0-100%	900-1000	A
80.0-89.9%	800-899	B
70.0-79.9%	700-799	C
60.0-69.9%	600-699	D
0-59.9%	0-599	F

### Posting of Grades

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams *should* be posted (no guarantees) within 7 days following the due date.

Canvas Grade Book has weighted columns for each of the groups of assignments (Homework, Hands-On, Research Paper, Group Project, Exam, and Participation) as well as a weighted column for the entire course. These columns put 0's for all incomplete assignments, so they all start at 0% and go up as you submit assignments. So, at any given time, you can see what your grade would be if you did no additional work.

HOWEVER; Canvas does not set this up by default, so... To view the gradebook as I intended it to look, please go to the gradebook on Canvas, find the gear icon in the upper right corner (not quite all the way at the top...), click the down arrow beside the gear, and enable the "Treat ungraded as 0" option.

### COURSE OUTLINE AND CALENDAR

#### Complete Course Calendar (Subject to Change)

Week	Week of:	Chapter(s)	Assignment(s) Due! On Sunday of the week at 11:59pm
1	27-Aug	Syllabus/Introductions Chapter 1	Get Books, Introduction Discussion, Syllabus Acknowledgement, Chapter 1 HW
2	3-Sep	Chapter 2	Chapter 2 Homework Term Paper Topic Selection Discussion
3	10-Sep	Chapter 3	Chapter 3 Homework Group Project Schedule
4	17-Sep	Chapter 4	Chapter 4 Homework Term Paper Proposal
5	24-Sep	Chapter 5	Chapter 5 Homework
6	1-Oct	Chapter 6	Chapter 6 Homework

7	8-Oct	Chapter 7	Chapter 7 Homework Term Paper Outline Group Project Draft Floor Plan
8	15-Oct	Chapter 8	Chapter 8 Homework
9	22-Oct	Chapter 9	Chapter 9 Homework
10	29-Oct	Chapter 10	Chapter 10 Homework
11	5-Nov	Chapter 11	Chapter 11 Homework Term Paper Rough Draft Group Project Draft Equipment List
12	12-Nov	Chapter 12	Chapter 12 Homework
13	19-Nov	Chapter 13	Chapter 13 Homework
14	26-Nov	Presentations Uploaded	Paper Presentations
15	3-Dec	Presentations Critique	Paper Presentations
16	10-Dec	Final Exam	NOTE: These assignments are Due 8/14/2018): Final Paper, Final Exam, Final Project Due

### Important University Dates:

August 27	Classes Begin for Fall Semester
August 29	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
September 3	Labor Day (no Class)
September 12	Deadline to drop 16-Week Classes with No Record
October 5	Deadline for Graduation Application for Ceremony Participation
November 1	Deadline for GRE/GMAT Scores to Office of Graduate Studies
November 9	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 12	Veterans Day (Observed) - No Class
November 16	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Fall Semester
November 22-23	Thanksgiving
December 1	Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 14	Commencement Ceremony Bell County Expo Center 7:00 p.m.
December 14	Deadline for Applications for \$1,000 Tuition Rebate for Fall Graduation (5pm)
December 14	Deadline for Fall Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
December 14	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 14	Fall Semester Ends
December 17	Student End of Course Survey Closes (16- and Second 8-Week Classes)
December 18	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)

### TECHNOLOGY REQUIREMENTS AND SUPPORT

## **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)  
Password: Your MyCT password

## **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

## **Other Technology Support**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using

another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

### **Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are



interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center.**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones,

webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

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#### **OPTIONAL POLICY STATEMENTS:**

##### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

#### **INSTRUCTOR POLICIES.**

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with addition material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and/or future assignments.
5. Any changes made will be announced on Canvas.

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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