# MET CS 625 Business Data Communication and Networks 2026 Spring 1 Online Course Syllabus

## Instructor

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## Course Duration

Start: January 13, 2026
End:   March 2, 2026

## Course Credits
4 credits

## Course Description

Computer networks dominate today's information technologies and are essential for a business to compete in the global marketplace. This course is intended to provide you with knowledge and understanding of basic concepts of data communication in business environments, as well as of computer networks and protocols. The material will be presented in the context of the internet reference model, with a particular focus on the network, transport, and application layers. Frequently used protocols are presented, which illustrate concepts and provide insight into practical networks. Examples include widely used network protocols, such as the TCP/IP suite. Those who have completed the course will have the basic knowledge of computer networks and data communications.

Prerequisites: CS 200 or instructor's consent

## Course Learning Objectives

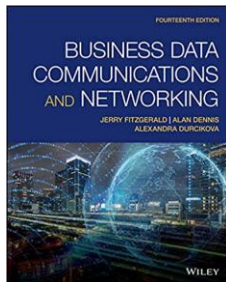By successfully completing this course you will be able to do the following:

- Effectively use networking terminology
- Design a small network
- Choose a networking technology suitable to solve a business problem
- Communicate successfully with networking professionals
- Apply basic network- and security-management techniques
- Evaluate new networking technologies
- Advance your knowledge of networking by taking additional courses or through self-study

# Course Overview

This course begins with a brief history of communications, information systems, and the internet to help the student understand the evolution of different network models and current standards. Application architectures and their relevance to specific network-based applications—such as the web, email, FTP, telnet, and IM—are presented. The physical layer is presented in the form of basic data-communications concepts over both wired and wireless transmission media. Data link–layer responsibilities are covered, including media access, error control, data link protocols, and transmission efficiency. The basic functions of the network and transport layers are explained in the context of design issues, addressing, routing, and internetworking. The TCP/IP suite of protocols is used for an in-depth example. LANs are covered in detail, including components, Ethernet, design, and performance. Wireless networks—including Wi-Fi, WiMAX, and Bluetooth—and best practices in WLAN design are then presented. Networks are covered in depth to address the needs of an enterprise backbone, including components, architectures, virtual LANs, technologies, and best practices in design. Moving from the local-area networking environment, metropolitan and wide-area networking technologies are covered. The course then concludes with significant coverage of network security, network design, and network management Therapeutic options and measures of success

# Course Materials

## Recommended Books

FitzGerald, J., Dennis, A., & Durcikova, A. (2021). *Business data communications and networking* (14th ed.). John Wiley and Sons. ISBN: 9781119702849.

## Welcome To First Day<sup>TM</sup> Delivery For Your Course

Welcome To First Day™ Delivery For Your Course
To enhance your learning experience and simplify access to the right materials for your class, your course materials have been integrated directly into your course.

### Benefits of The Program

- Exclusive preferred pricing
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- Single Sign-On
- Ready to go on day one

- Course materials charge will be placed on your student account
- Option to Opt-Out on the first day of class.

**Accessing Your Materials**

To access the required materials for your course, click on *Course Materials (Barnes & Noble)* in the left-hand menu in Blackboard. To navigate back to the course, click on the course title at the top left of your Blackboard screen.

Boston University will bill you at the discounted price as a course charge for this course. Please be advised it is NOT recommended that you Opt-Out, as these materials are required by your professor to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the Opt-Out price.

For more information and FAQs visit Barnes and Noble at Boston University [customer care page](.).

For students who opt-out an eBook may be available at Vitalsource.com or through Amazon. Students may also use the 13th edition.

# Study Guide and Timeline of Deliverables

## Module 1 Study Guide and Deliverables
## (January 13 – January 19)

### Readings:

FitzGerald, J., Dennis, A., & Durcikova, A. (2021). *Business data communications and networking* (14th ed.)

- Chapter 1 - Introduction to Networking
- Chapter 2 - Application Layer
- Chapter 3 - Physical Layer

### Assignments:
Concepts Assignment 1 and Lab 1 due **Wednesday, January 21st, at 6:00 AM ET**

### Assessments:
Quiz 1 due **Wednesday, January 21st, at 6:00 AM ET**

### Live Classrooms:
- **Wednesday, January 14th from 6:30 PM to 8:30 PM ET** (Live sessions will be recorded)

## Module 2 Study Guide and Deliverables
## (January 20 – January 26)

**Readings:**

FitzGerald, J., Dennis, A., & Durcikova, A. (2021). *Business data communications and networking* (14th ed.)

- Chapter 4 - Data Link Layer
- Chapter 5 - Network and Transport Layers

**Assignments:**

Concepts Assignment 2 and Lab 2 due **Wednesday, January 28th, at 6:00 AM ET**

**Assessments:**

Quiz 2 due **Wednesday, January 28th, at 6:00 AM ET**

**Live Classrooms:**

- **Wednesday, January 21st from 6:30 PM to 8:30 PM ET** (Live sessions will be recorded)


## Module 3 Study Guide and Deliverables
## (January 27 – February 2)

**Readings:**

FitzGerald, J., Dennis, A., & Durcikova, A. (2021). *Business data communications and networking* (14th ed.)

- Chapter 6 - Network Design
- Chapter 7 - Wired and Wireless Local Area Networks

**Assignments:**

Concepts Assignment 3 and Lab 3 due **Wednesday, February 4th, at 6:00 AM ET**

**Assessments:**

Quiz 3 due **Wednesday, February 4th, at 6:00 AM ET**

**Live Classrooms:**

- **Wednesday, January 28th from 6:30 PM to 8:30 PM ET** (Live sessions will be recorded)

## Module 4 Study Guide and Deliverables
## (February 3 – February 9)

**Readings:**

FitzGerald, J., Dennis, A., & Durcikova, A. (2021). *Business data communications and networking* (14th ed.)

- Chapter 8 - Backbone Networks
- Chapter 9 - Wide Area Networks

**Assignments:**
  Concepts Assignment 4 and Lab 4 due **Wednesday, February 11th, at 6:00 AM ET**

**Assessments:**
  Quiz 4 due **Wednesday, February 11th, at 6:00 AM ET**

**Live Classrooms:**
- **Wednesday, February 4th from 6:30 PM to 8:30 PM ET** (Live sessions will be recorded)

## Module 5 Study Guide and Deliverables
## (February 10 – February 16)

**Readings:**

FitzGerald, J., Dennis, A., & Durcikova, A. (2021). *Business data communications and networking* (14th ed.)

- Chapter 10 - The Internet
- Chapter 11 - Network Security

**Assignments:**
  Concepts Assignment 5 and Lab 5 due **Wednesday, February 18th, at 6:00 AM ET**

**Assessments:**
  Quiz 5 due **Wednesday, February 18th, at 6:00 AM ET**

**Live Classrooms:**
- **Wednesday, February 11th from 6:30 PM to 8:30 PM ET** (Live sessions will be recorded)

# Module 6 Study Guide and Deliverables
## (February 17 – February 23)

**Readings:**

FitzGerald, J., Dennis, A., & Durcikova, A. (2021). *Business data communications and networking* (14th ed.)

- Chapter 12 - Network Management

**Assignments:**

Concepts Assignment 6 and Lab 6 due **Wednesday, February 25th, at 6:00 AM ET**

**Assessments:**

Quiz 6 due **Wednesday, February 25th, at 6:00 AM ET**

**Live Classrooms:**
- **Wednesday, February 18th from 6:30 PM to 8:30 PM ET** (Live sessions will be recorded)

**Course Evaluation:**

Please complete the [course evaluation](#) once you receive an email or Blackboard notification indicating the evaluation is open. Your feedback is important to MET, as it helps us make improvements to the program and the course for future students.

# Final Exam Details

The Final Exam is a proctored exam available from **Wednesday, February 25th, 2026, at 6:00 AM ET to Saturday, February 28th, 2026, at 11:59 PM ET**. The Computer Science department requires that all final exams be administered using an online proctoring service that you will access via your course in Blackboard. Detailed instructions regarding your proctored exam will be forthcoming from the Assessment Administrator. You will be responsible for scheduling your own appointment within the defined exam window.

The Final Exam will be **closed book/closed notes** and is accessible only during the final exam period. You can access it from the Assessments section of the course. Your proctor will enter the password to start the exam.

Please note that student activity during the final exam is monitored and recorded in log files. Accessing any online or other material during the final exam is a major violation of the course policy and can result in serious academic disciplinary actions.

Final Exam duration: **Two (2) hours**

The exam consists of 24 questions in total, out of which 18 are multiple-response based and 6 are essay based.

# Course Grading Information

## Course Structure

The course is organized as a sequence of six main modules, plus a seventh module for the Final Exam. Each of the six main modules includes assigned textbook readings and online lectures in text, graphic, and video formats. You have an opportunity each week to participate in supplemental, synchronous Live Classroom sessions where you can interact with me and our lead facilitator; these live sessions are recorded in case you are unable to attend the session. Each of the six modules also includes graded concepts assignments, labs, and quizzes.

## Grade Weighting

The following table summarizes the five kinds of graded items and the default percentage of your grade determined by each. These types of graded items are explained below.

The final grade for this course will be based on the following:

- Concept Assignments: 25%
- Lab Assignments: 25%
- Quizzes: 20%
- Proctored Final Exam: 30%

**Concepts Assignments**
In each of the six modules, you will complete concepts assignments that will help you solidify the concepts you have read in the textbook and online lectures. If you are stuck and just can't complete part of an assignment, send what you have completed to your facilitator via Online Campus email, asking for help. Your facilitator can then provide you with guidance in the areas where you are stuck, and return the partial assignment to you for further work.

**Labs**
In each of the six modules, you will complete hands-on labs that will help you gain important technical skills in data communications and networking.

**Quizzes**
There is one review quiz in each of the six modules. These review quizzes are primarily to help you prepare you for the module quizzes. When you finish a review quiz, you will see the questions; your answer, the correct answer, and tutorial material for each question; and grading rubrics for paragraph questions and references in the text. The review quizzes do not

count toward your grade. You can take the review quizzes at any time, as many times as you want.

There is also one graded quiz in each of the six modules. The results of your quiz will be released as soon as possible after the quiz closes. When the quizzes are released, you will be able to see the questions, your answers, the correct answers, and tutorial material, just as in the review quizzes. Your professor releases the quiz results. Quizzes may be taken after the results have been released, with permission, but the scores on late quizzes will not count toward your grade.

**Final Exam**
The Final Exam will be administered using an online proctoring service that you will access via your course in Blackboard. Detailed instructions for your proctored exam are forthcoming from the Assessment Administrator. You will be responsible for scheduling your own appointment. You will have three hours to complete the exam; this should be plenty of time. The intent of the Final Exam is to evaluate your mastery of the course material; so, if you learn the course material well, you will do well on the Final Exam.

Note that your overall Final Exam score will be released to you, but the questions and answers will not be released. This is to maintain the integrity of the Final Exam for concurrent and future online and on-campus runnings of this course.

## Grading Structure
Your assignments, quizzes, term project, and Final Exam will be graded on a percentage basis. The following table summarizes the typical correspondence of percentage grades and letter grades for individual graded items.

## Final Course Grade
The following ranges determine the final course grade:

| Letter Grade | Grade Range by Percentage | Grade Points |
|:---:|:---:|:---|
| A | 95—100 | 4.0 |
| A- | 90—94.9 | 3.7 |
| B+ | 87—89.9 | 3.3 |
| B | 83—86.9 | 3.0 |
| B- | 80—82.9 | 2.7 |
| C+ | 77—79.9 | 2.3 |
| C | 73—76.9 | 2.0 |
| C- | 70—72.9 | 1.7 |
| D | 60—69.9 | 1.0 |
| F | 0—59.9 | 0.0 |

Note that C is the lowest grade that satisfies degree requirements in graduate courses and that you need to maintain a grade-point average of 3.0 or better to graduate. For more information, see the .

The percentage ranges above are approximate. Your letter grade is determined by your professor as the best overall measure of how well you have demonstrated that you understand the material, taking into separate consideration your performance on the quizzes, assignments, term project, and Final Exam. Additional grading criteria include any substantial difference in your performance on the proctored Final Exam and the general trend of your scores over the term.

## How We Help You Succeed

We on the teaching team are eager to see you learn and succeed in the course. We treat each person with respect and professionalism, work hard to give everyone a great learning experience, and strive to be fair to everyone in the course. To these ends, the following describes how we structure the course to best help you.

### Getting Help

The teaching team is here to help you. We are happy to answer your questions about the course material, course administration, and course structure, as well as where to find the material for specific assignment and lab problems. We have an "Ask the Facilitators" forum, monitored by all facilitators, where you may ask questions. We have many live sessions that help explain the material and give you a chance to ask questions in real time. If you find that something is not covered in the material adequately, ask away! We are happy to help.

We do follow a policy whereby all items you submit (assignments, labs, quizzes, projects, and so on) must be authored by you. Facilitators do not provide solutions before submission. We do, however, offer live sessions with problems similar to the assignments and labs, and show you how to solve them, step by step.

### Researching

We strive to provide you with many resources in the course, so that the course materials provide for the bulk of your research. These include the textbook, online lectures, live sessions, email communications, and your questions in the forum. You are free to use quality external sources as needed to fill in extra details. We do follow a policy that research materials should not include submissions from current or prior students for the same assignment or lab. We want each person in the course to go through the healthy struggle of answering each question, for the sake of learning—not to bypass the learning process by copying from others.

### Including Others' Material

While most of your work will be written in your own words, it is reasonable to include others' work where it provides benefit. While we ask that you clearly delineate between your own work and others' work through citations (such as APA-style citations), we do not expect you to

cite everything you write. It is only necessary to cite information that is not common knowledge in the field, and verbatim quotes from others' material

## Interacting With Your Facilitator

Your facilitator is here to help you. We carefully select facilitators based upon their academic and industry experience, as well as their ability to interact positively with students. We also continually vet facilitators based upon feedback in course evaluations. Many of our facilitators have years of experience and proven track records.

We follow a policy whereby each person in the course is assigned to a facilitator randomly, to help ensure fairness. We want to give you the best experience possible in the course; so, if—despite our efforts and process—your facilitator engages in what you see as misconduct, please let the course instructor know. While course enrollees are not able to switch facilitators upon request, your instructor will work with you to remedy the situation in other ways.

## Review Of Your Submissions

Your facilitator uses a grading rubric in combination with course and field experience to thoughtfully assign each item a fair and objective grade. The grading rubric was developed by the instructor and has been vetted over time. Due to their experience, facilitators will see both areas needing improvement and areas exhibiting excellence in most submissions. You will receive feedback on both. We instruct facilitators to be respectful and kind in their words, and to accurately point out both types of area. Dialoguing about the review of your submissions is a great way to learn what worked well and what could be improved, and this is encouraged. Your facilitator is happy to further explain his or her comments and the reason for a grade determination if something is unclear.

To be fair to all, the same grading process is used for every person in every group. Facilitators are not allowed to negotiate grades individually (unless something is really off, of course).

## Submission Schedule

To keep the course running smoothly for everyone, we have a schedule of when assignments, labs, and quizzes must be submitted to keep the course running smoothly. If an item is submitted after its deadline, 5 points per day late will be deducted to a maximum deduction of 20 points in total. Students may reach out to their facilitator for legitimate exceptions. We endeavor to be reasonable and equitable, recognizing the sacrifice necessary to keep pace with the demanding schedule. Documentation may be required for exceptions; however, submissions over **four days** late are not accepted and will receive a 0.

## Life-Impacting Events

While we wish for each person enrolled in the course to enjoy a regular, uninterrupted course term, we recognize that emergencies and other life-impacting events can happen during the semester. Examples of such events are a car accident, a death in the family, and the loss of a

job. We will do everything we can to support you in the course if this happens, and we do have some options. Please reach out to the teaching team as soon as you are able to explain your situation and open a dialogue about your best course options. For some situations, we may be able to offer a flexible schedule to enable you to catch up on the course deliverables. For others, we may be able to offer an incomplete grade and allow you to finish a few items after the course term is over. While we do not systematically require documentation from all situations, we may require it from some at our discretion.

Incompletes, while helpful when situations merits them, carry some disadvantages, as well—especially the fact that those who take incompletes do not have access to peers, facilitators, and live sessions in the same capacity as when the course is running. We prefer to use other options, when possible, and rely on incompletes as a last resort. If a life-impacting event occurs that affects your ability to proceed with the course, please contact us to explore your options.

## Concepts Assignment Grading Rubric

All assignment submissions are evaluated on the quality of the original content, and on how well the content is expressed.

Your facilitator will grade your assignment submissions with the grading rubric below. Your facilitator will use the following mappings of letter grades to number grades:

| A+ | A | A– | B+ | B | B– | C+ | C | C– | D | F |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 100 | 96 | 92 | 88 | 85 | 82 | 78 | 75 | 72 | 67 | 0 |

To avoid subjectivity and maintain consistency among facilitator groups, facilitators will use only the letter-to-number mappings given above and will not attempt to further distinguish a number grade. For example, if you receive an A for both criteria, then your assignment grade will be a 96, and facilitators will not attempt to distinguish between a 97, a 96, and a 95. If you receive an A– for both criteria, your assignment grade will be a 92, and facilitators will not attempt to distinguish between a 93, a 92, and a 91.

| Criteria | Grade | Qualities Demonstrated in the Assignment Submission |
|----------|-------|-----------------------------------------------------|
| **Content (70%)**<br><br>*Measures the quality of the content in the assignment* | A+ | The content demonstrates exceptional understanding of all relevant subject matter and its interrelationships. All major, relevant issues are thoroughly covered, and all content is very focused and on-topic. There is no known way to improve the content, and there are absolutely no technical or coverage errors present. |

| Criteria | Grade | Qualities Demonstrated in the Assignment Submission |
|---|---|---|
| | A | The content demonstrates exceptional understanding of all relevant subject matter and its interrelationships. All major, relevant issues are thoroughly covered, and all content is very focused and on-topic. At most, one insignificant technical or coverage error may be present. |
| | A− | The content demonstrates deep understanding of all relevant subject matter and its interrelationships. All major, relevant issues are covered, and all content is on-topic. |
| | B+ | The content demonstrates understanding of all relevant subject matter and its interrelationships. Almost all major, relevant issues are covered, and the content is at least reasonably on-topic. |
| | B | The content demonstrates understanding of most relevant subject matter and its interrelationships. Almost all major, relevant issues are covered, and all content is at least reasonably on-topic. |
| | B− | The content demonstrates moderate understanding of much relevant subject matter and its interrelationships. There is reasonable coverage of major, relevant issues, and the content is at least reasonably on-topic. |
| | C+ | The content demonstrates some understanding of relevant subject matter and its interrelationships. Some major, relevant issues are covered, and at least some content is on-topic. |
| | C | The content demonstrates understanding of a small portion of the relevant subject matter and its interrelationships. Some major, relevant issues are covered, and at least a small portion of the content is on-topic. |
| | C− | The content demonstrates little understanding of and insight into the relevant subject matter and its interrelationships. A small portion of the major, relevant issues are covered. The focus of the content may be off-topic or on insubstantial or secondary topics. |
| | D | The content demonstrates almost no understanding of or insight into the relevant subject matter and its interrelationships. Almost none of the major, relevant issues are covered, and the content may be almost entirely off-topic. |
| | F | The content demonstrates no understanding of or insight into the relevant subject matter and its interrelationships. No major, relevant issues are covered, and the content is entirely off-topic. |
| **Exposition (30%)** | A+ | The presentation of all ideas and designs is exceptionally clear and persuasive; the entire submission is exceptionally organized. There |

| Criteria | Grade | Qualities Demonstrated in the Assignment Submission |
|---|---|---|
| *Measures how well the content is expressed* | | is no known way to improve the clarity or organization of the submission. |
| | A | The presentation of all ideas and designs is exceptionally clear and persuasive; the entire submission is exceptionally organized. There may be, at most, one insignificant way to improve the clarity or organization of the submission. |
| | A− | The presentation of all ideas and designs is very clear and persuasive; the entire submission is highly organized. |
| | B+ | The presentation of all ideas and designs is clear and persuasive; the entire submission is organized. |
| | B | The presentation of most ideas and designs is clear and persuasive; most of the submission is organized. |
| | B− | The presentation of most ideas and designs is generally clear; most of the submission is reasonably organized. |
| | C+ | Some parts of the submission are hard to understand; some parts are disorganized. |
| | C | About half of the submission is hard to understand; about half is disorganized. |
| | C− | Most parts of the submission are hard to understand; most parts are disorganized. |
| | D | Almost all of the submission is hard to understand and disorganized. |
| | F | The entire submission is hard to understand and disorganized. |

## Lab Grading Rubric

All lab submissions are evaluated on the quality of the original content, and on how well the content is expressed.

Your facilitator will grade your assignment submissions with the grading rubric below. Your facilitator will use the following mappings of letter grades to number grades:

| A+ | A | A− | B+ | B | B− | C+ | C | C− | D | F |
|---|---|---|---|---|---|---|---|---|---|---|
| 100 | 96 | 92 | 88 | 85 | 82 | 78 | 75 | 72 | 67 | 0 |

To avoid subjectivity and maintain consistency among facilitator groups, facilitators will use only the letter-to-number mappings given above and will not attempt to further distinguish a number grade. For example, if you receive an A for both criteria, then your assignment grade will be a 96, and facilitators will not attempt to distinguish between a 97, a 96, and a 95. If you receive an A− for both criteria, your assignment grade will be a 92, and facilitators will not attempt to distinguish between a 93, a 92, and a 91.

The table below summarizes the qualities that must be demonstrated in the lab submission to be assigned the corresponding grade.

| Criteria | Letter Grade | Qualities Demonstrated by the Lab Submission |
|---|---|---|
| **Answers and Methodology**<br><br>*Measures the correctness and completeness of the answers and methodology used for lab steps* | A+ | The answers and answer justifications, where required, are entirely complete and correct for all steps. The methodologies used to derive the answers are entirely applicable to the given problems and implemented correctly for all steps. There are absolutely no technical or other errors present. |
| | A | One insignificant technical or other error is present, but otherwise, the answers and answer justifications, where required, are entirely complete and correct for all steps. Excluding the insignificant error, the methodologies used to derive the answers are entirely applicable to the given problems and implemented correctly for all steps. |
| | A− | One or two technical or other errors are present, but otherwise, the answers and answer justifications, where required, are entirely complete and correct for all steps. Excluding the one or two errors, the methodologies used to derive the answers are entirely applicable to the given problems and implemented correctly for all steps. |
| | B+ | The answers and answer justifications, where required, are complete and correct for most steps. Likewise, the methodologies used to derive the answers are applicable to the given problems and implemented correctly for most steps. |
| | B | The answers are correct or almost correct for most steps. Some required answer justifications may be missing or incorrect, but most are present and correct. The methodologies used to derive the answers are applicable to the given problems and implemented correctly for most steps. |

| Criteria | Letter Grade | Qualities Demonstrated by the Lab Submission |
|---|---|---|
| | B− | The answers and answer justifications, where required, are complete and correct for about three-fourths of the steps. Likewise, the methodologies used to derive the answers are applicable to the given problems and implemented correctly for about three-fourths of the steps. |
| | C+ | The answers are correct or almost correct for about three-fourths of the steps. Some answer justifications may be missing or incorrect. The methodologies used to derive the answers are applicable to the given problems and implemented correctly for about three-fourths of the steps. |
| | C | The answers for about half of the steps are either missing or incorrect. Likewise, the methodologies used for about half of the steps are either inapplicable to the given problems or implemented incorrectly. Some required answer justifications are missing or incorrect. |
| | C− | The answers for most of the steps are either missing or incorrect. Likewise, the methodologies used for most of the steps are either inapplicable to the given problem or implemented incorrectly. Some required answer justifications are missing or incorrect. |
| | D | The answers for almost all of the steps are either missing or incorrect. Likewise, the methodologies used for almost all of the steps are either inapplicable to the given problems or implemented incorrectly. Some required answer justifications are missing or incorrect. |
| | F | The answers for virtually all of the steps are either missing or incorrect. Likewise, the methodologies used for virtually all of the steps are either inapplicable to the given problems or implemented incorrectly. Some or all required answer justifications are missing or incorrect. |

## Quiz Instructions

You will have access to the quiz at the beginning of the module. However, you should not access the quiz until you have completed all learning activities for the module and are prepared to meet the objectives for that module. The quiz closes the second morning of the following module, at 6:00 AM ET. If you miss the deadline, contact your facilitator immediately.

## Quiz Details

- You can access the quiz details from the "Assessments" menu.
- You will have **105 minutes** to complete the quiz. If you exit the quiz and reenter at a later time, the clock will still run during the time you are away from the quiz.
- Each quiz has 20 choose-multiple and multiple-choice questions.
- There is an optional 21st question (worth 0 points) for which you may provide comments. These comments will be reviewed by your facilitator and considered when he/she grades the quiz. This is an opportunity for you to let us know if you feel that a certain question or answer had some ambiguity, or you want to clarify your choice for a certain question.
- Not every student will have identical quiz questions. The quiz is generated separately for each student from a large question pool.
- The order of all questions and answers is randomized.
- The points for each question are shown.
- The quiz questions will display one at a time on your screen.
- You may skip over questions and revisit them in any order.

Also note the following:

- You can take each quiz only once.
- You will be able to continue to save answers to questions after the time has expired, but any late answers will be time stamped and marked as late. This will allow us to grade your quiz fairly in the event that technical difficulties occur while you take your quiz.
- Click only the radio button/check box to choose an answer. Clicking the white space around the question choice can sometimes select that choice.

## How to Handle Technical Difficulties

If you experience technical issues with your quiz, sometimes you will be able to continue simply by connecting to Blackboard through a different web browser. This is because your web browser may be in a problematic state. You can use Firefox, Google Chrome, Safari, or Opera. This is an easy workaround to try that will resolve many technical quiz issues.

If using a different browser does not resolve your issue, as would be the case with an internet-connectivity problem, please complete the quiz as soon as you regain access to it, giving yourself only 75 minutes of total working time. You would do this by subtracting any time lost due to the technical issue from the quiz timer. Though the quiz timer still runs during technical issues, going over 75 minutes will not prevent you from completing the quiz. After you complete your quiz, please email your facilitator immediately, explaining the issue, and we will verify your story with the logs provided within Blackboard, which show us exactly which question was accessed and the time spent on each question. Stories that cannot be corroborated with the Blackboard logs will not be accepted.

## Saving Answers

- To answer a multiple-choice question, select the appropriate choice from the list below the question.
- When you have completed your response, click "Save Answer" at the top of the question.
- As you proceed through the exam, you can go back and edit previous responses that you saved.
- A timer is displayed above the questions, tracking the remaining time available.
- You will see question-number buttons above questions. You will need to click "Question Completion Status" to see the question numbers. You can use these buttons to navigate from question to question at any time.
- When you have completed all answers, go to the last question of the exam and click the "Save and Submit" button.

## Other Questions

If you have any questions about the quiz, please feel free to contact your facilitator.

## Technical Support

Assistance with course-related technical problems is provided by the IS&T Help Center. To ensure the fastest possible response, please fill out the online form using the link below.

| IT Help Center Support | |
|---|---|
| Email | ithelp@bu.edu (Please put "BB Learn Question" in the subject line) |
| Web | http://www.bu.edu/help/tech/ |
| Phone | (888) 243-4596 |

# Academic Conduct Code

**Academic Integrity**: Plagiarism is the passing off of another's words or ideas as your own, and it is a serious academic offense. Plagiarism and cheating also defeat the purpose of getting an education. Plagiarism and cheating cases will be handled in accordance with the disciplinary procedures described in the College of Arts and Sciences Academic Conduct Code. You are expected to know and abide by the code, which can be read online: Academic Conduct Code. Penalties range from failing an assignment or course (first offense) to suspension or expulsion from BU. If in doubt, cite your source. If you have any questions about academic integrity, please ask your instructor.

Incidents of academic misconduct will be reported to the Academic Conduct Committee (ACC). The ACC may suspend/expel students found guilty of misconduct.

# Important Message on Final Exams

Dear Boston University Computer Science Online Student,

As part of our ongoing efforts to maintain the high academic standard of all Boston University programs, including our online MSCIS degree program, the Computer Science Department at Boston University's Metropolitan College requires that each of the online courses includes a proctored final examination.

By requiring proctored finals, we are ensuring the excellence and fairness of our program. The final exam is administered online.

Specific information regarding final-exam scheduling will be provided approximately two weeks into the course. This early notification is being given so that you will have enough time to plan for where you will take the final exam.

I know that you recognize the value of your Boston University degree and that you will support the efforts of the University to maintain the highest standards in our online degree program.

Thank you very much for your support with this important issue.

Regards,

Professor Lou Chitkushev, Ph.D.

Associate Dean for Academic Affairs

Boston University Metropolitan College

## Microsoft Azure Dev Tools for Teaching

Microsoft Azure Dev Tools for Teaching is a Microsoft program that supports technical education by providing access to Microsoft software for learning, teaching, and research purposes. Our membership allows faculty and students currently enrolled in MET courses to obtain certain Microsoft products free of charge. All MET students are granted access to download the software for the duration of their study at MET College.

FAQ and basic information are at [Microsoft Azure Dev Tools for Teaching](#), (You may have to enter your personal BU login credentials to access this page.)

## Who's Who: Roles and Responsibilities

You will meet many BU people in this course and program. Some of these people you will meet online, and some you will communicate with by email and telephone. There are

many people behind the scenes, too, including instructional designers, faculty who assist with course preparation, and video and animation specialists.

## People in Your Online Course in Addition to Your Fellow Students

*Your Facilitator.* Our classes are divided into small groups, and each group has its own facilitator. We carefully select and train our facilitators for their expertise in the subject matter and their excellence in teaching. Your facilitator is responsible for stimulating discussions in pedagogically useful areas, for answering your questions, and for grading homework assignments, discussions, term projects, and any manually graded quiz or final-exam questions. If you ask your facilitator a question by email, you should get a response within 24 hours, and usually faster. If you need a question answered urgently, post your question to one of the urgent help topics, where everyone can see it and answer it.

*Your Professor.* The professor for your course has primary responsibility for the course. If you have any questions that your facilitator doesn't answer quickly and to your satisfaction, then send your professor an email in the course, with a cc to your facilitator so that your facilitator is aware of your question and your professor's response.

*Your Faculty and Student Support Administrator, Rachel Regis.* Rachel is here to ensure you have a positive online experience. You will receive emails and announcements from Rachel throughout the semester. Rachel represents Boston University's university services and works for BU Virtual. She prepares students for milestones such as course launch, final exams, and course evaluations. She is a resource to both students and faculty. For example, Rachel can direct your university questions and concerns to the appropriate party. She also handles general questions regarding Online Campus functionality for students, faculty, and facilitators, but she does not provide tech support. She is enrolled in all classes and can be contacted within the course through Online Campus email as it is running. You can also contact her by external email at [bleug@bu.edu](mailto:bleug@bu.edu).

## People Not in Your Online Course

Although you will not normally encounter the following people in your online course, they are central to the program. You may receive emails or phone calls from them, and you should feel free to contact them.

*Your Computer Science Department Online Program Coordinator.* The online program coordinator administers the academic aspects of the program, including admissions and registration. You can ask questions about the program, registration, course offerings, graduation, or any other program-related topic. The online program coordinator can be reached at [metcsol@bu.edu](mailto:metcsol@bu.edu) or (617) 353-2566.

*Andrew Gorlin, Academic Advisor.* Reviews requests for transfer credits and waivers. Advises students on which courses to take to meet their career goals. You can reach Andrew at [asgorlin@bu.edu](mailto:asgorlin@bu.edu), or (617)-353-2566.

***Professor Guanglan Zhang, Computer Science Department Chairman.*** You can reach Professor Zhang at [guanglan@bu.edu](mailto:guanglan@bu.edu) or at 617-358-2566.

***Professor Lou T. Chitkushev, Associate Dean for Academic Affairs, Metropolitan College.*** Dr. Chitkushev is responsible for the academic programs of Metropolitan College. Contact Professor Chitkushev with any issues that you feel have not been addressed adequately. The customary issue-escalation sequence after your course facilitator and course faculty is Professor Temkin, and then Professor Chitkushev.

***Professor Tanya Zlateva, Metropolitan College Dean.*** Dr. Zlateva is responsible for the quality of all the academic programs at Boston University Metropolitan College.

## Disability and Access Services

In accordance with university policy, every effort will be made to accommodate students with respect to speech, hearing, vision, or other disabilities. Any student who may need an accommodation for a documented disability should contact [Disability and Access Services](#) at 617-353-3658 or at [access@bu.edu](mailto:access@bu.edu) for review and approval of accommodation requests.

Once a student receives their accommodation letter, they must send it to their instructor and/or facilitator each semester. They must also send a copy to their Faculty & Student Support Administrator, who may need to update the course settings to ensure accommodation is in place. Accommodation cannot be implemented if the students do not send their letters.