

Syllabus

Online IT 131 (CRN #59819) *Introduction to Hardware Installation* Syllabus

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Office Hours: MW 12:30AM – 2:30 PM, TTh 10:30 AM – 12:30PM or ARR

IT 131 Introduction to Hardware Installation. (3) The purpose of this course is to prepare students to take and pass the CompTIA national certification test. Students will learn function, structure, operations, file management, and memory management. Students will also practice proper safety procedures, scheduled preventative maintenance, and installation of computer components. In addition, students will configure, diagnose, and troubleshoot stand-alone computers. Finally, students will learn and apply industry accepted customer service skills. Prerequisite: IT 125.

COURSE STUDENT LEARNING OUTCOMES: See Attached

TEXTBOOK: Instructor issues individual student account for the Cisco Academy. From this account: <https://www.netacad.com> students have access to quizzes, tests and labs.

ATTENDANCE POLICY: Students are required to punctually attend this class that begins at 9:00 AM. Four unexcused absences will result in student being dropped.

GRADING POLICY

Chapter Quizzes	10%
Chapter Tests	10%
Hardware Skills	10%
Software Skills	10%
A+ Practice	10%
Practice Final	10%
MidTerm	20%
Final	20%
Total	100%

LETTER GRADE DETERMINATION

A 90 +
B 80 -89
C 70 - 79
D 60 - 69
F <60

The Cisco Academy breaks this curriculum into 14 chapters in the **Module Tab**. Each chapter is composed of chapter readings (**Launch Tab**), Terms and Concept Practices, Quizzes, and Chapter Exam. Instructor will determine due dates. Due dates are enforced unless instructor is notified prior to the due date. Late work is penalized 10%

Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic Dishonesty is defined as:

"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

LIBRARY USAGE: Be sure to always check out the library if you feel you need additional reading materials. They are open for any order suggestions you may have.

STUDENTS WITH DISABILITIES:

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu.

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

EMAIL: Be sure to check your contact information in Banner and keep it updated. UNM email as our official form of course communication.

Dates for Reference :

August 31	Enrollment Cancellation for non-payment
September 7	Last Day to Drop for 100% Tuition Refund/Last Day to Drop Without a "W"
December 7	Last Day to Change Grading Options

November 9 Last Day to Withdraw Without Student Services Permission
December 7 Last Day to Withdraw with Student Services Permission

COURSE OUTLINE references <https://www.netacad.com> :

Week 1 / Aug. 20

Modules / Course Introduction

- In Modules “click” ***First Time in This Course***
- In Modules “click” ***Student Resources***
- Take Pretest ITE 6.0 Pre-Test
- ***Modules / Chapter 1 – Introduction to the Personal Computer System***
- ***Read Chapter 1***

Week 2 / Aug 27

Modules / Chapter 1 (cont...)

- Take Chapter 1 Quiz
- Take Chapter 1 Exam
- Terms and Concepts Practice
- ***Modules / Chapter 2 – Lab Procedures and Tool Use***
- ***Read Chapter 2***

Week 3 / Sept. 3
Labor Day Sept. 3

Modules Chapter 2 (cont...)

- Take Chapter 2 Quiz
- Take Chapter 2 Exam
- Terms and Concepts Practice
- ***Modules / Chapter 3 – Computer Assembly***
- ***Read Chapter 3***

Week 4 / Sept. 10

Modules / Chapter 3 (cont...)

- Take Chapter 3 Quiz
- Take Chapter 3 Exam
- Terms and Concepts Practice
- ***Modules / Chapter 4 – Overview of Preventative Maintenance***
- ***Read Chapter 4***

Week 5 / Sept. 17

Modules / Chapter 4 (cont...)

- Take Chapter 4 Quiz

Week 6 / Sept. 24

- Take Chapter 4 Exam
- Terms and Concepts Practice

Modules / Chapter 5 – Windows Installation

- ***Read Chapter 5***
- Take Chapter 5 Quiz
- Take Chapter 5 Exam
- Terms and Concepts Practice

Week 7 / Oct 1

Modules / Chapter 6 – Windows Configuration and Management

- ***Read Chapter 6***
- Terms and Concepts Practice
- Take Chapter 6 Quiz
- Take Chapter 6 Exam

Week 8 / Oct 8

Fall Break Oct. 11 & 12

Modules / Chapter 7 - Networking

- ***Read Chapter 7***
- Take Chapter 7 Quiz
- Take Chapter 7 Exam
- Terms and Concepts Practice
- Review Binary, Hex, Decimal

Week 9 / Oct 1

MIDTERM

Week 10 / Oct 22

Modules / Chapter 8 – Applied Networking

- ***Read Chapter 8***
- Review Binary, Hex, Decimal
- Take Chapter 8 Quiz
- Take Chapter 8 Exam

Week 11 / Oct 29

Modules / Chapter 9 – Laptops and Mobile Devices

- ***Read Chapter 9***
- Take Chapter 9 Quiz
- Take Chapter 9 Exam
- Review Binary, Hex, Decimal

Week 12 / Nov 5

Modules / Chapter 10 – Mobile, Linux, and OS X Operating Systems

- ***Read Chapter 10***
- Take Chapter 10 Quiz
- Take Chapter 10 Exam
- Review Binary, Hex, Decimal

Week 13 / Nov 12

Modules / Chapter 11 - Printers

- ***Read Chapter 11***
- Take Chapter 11 Quiz
- Take Chapter 11 Exam
- Review Binary, Hex, Decimal

Week 14 / Nov 19

Thanksgiving Nov. 22 & 23

Modules / Chapter 10 – Security & Chapter 11 – The IT Professional

- ***Weekly “Check in”***
- ***Read Chapter 10***
- ***Read Chapter 11***

Week 15 / Nov 26

Modules / Chapter 11 (Build a Small Network)

- Take Chapter 10 Quiz
- Take Chapter 10 Exam
- Take Chapter 11 Quiz
- Take Chapter 11 Exam
- Practice Final

Week 16 / Dec. 3

- ***ITE 6.0 A+ Cert Practice Exam 1 & 2***

Week 16 / Dec. 3

ONLINE FINAL

Course Objectives

IT 131 (IT Essentials (ITE) course) introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting.

By the end of the course, students will be able to:

- Describe the internal components of a computer and assemble a computer system.
- Install and understand operating systems on computers and mobile devices.
- Connect to the Internet and share resources in a networked environment.
- Troubleshoot using system tools and diagnostic software.

This curriculum prepares students for the CompTIA A+ certification exams 220-901 and 220-902.

- CompTIA A+ 220-901 covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking.
- CompTIA A+ 220-902 covers the skills required to install and configure PC operating systems, as well as configuring common features such as network connectivity and email for Android and Apple iOS mobile operating systems.

Detailed Course Objectives: Upon completion of the IT 131 (Cisco's IT Essentials(ITE) course), students will be able to perform the following tasks:

- Select the appropriate computer components to build, repair, or upgrade personal computers.
- Explain how to correctly use tools and safely work in a lab.
- Install components to build, repair, or upgrade personal computers.
- Explain how to perform preventive maintenance and troubleshooting on personal computers.
- Install Windows operation systems.
- Perform management and maintenance of Windows operating systems.
- Configure computers to communicate on a network.
- Configure devices to connect to the Internet and Cloud services.
- Explain how to use, configure, and manage laptops and mobile devices.
- Explain how to configure, secure and troubleshoot mobile, OS X, and Linux operating systems.
- Install and share a printer to meet requirements.
- Implement basic host, data, and network security.
- Explain the roles and responsibilities of the IT professional.
- Troubleshoot advanced hardware and software problems.

