Online IT 131 (CRN #53338) *Introduction to Hardware Installation* **Syllabus**

Instructor: James Hart / hart56@unm.edu
Office Room Number: B 123
Instructor's Campus Phone: 505.925.8720 / Mobile 505.239.3435
Office Hours: MW10:00 AM – 1:00 PM / TTh 11:30 AM – 1:30 PM or ARR
               (ARR can be in person or through ZOOM)

email : Be sure to check your contact information in Banner and keep it updated. UNM email as our official form of course communication. UNM email as our official form of course communication. When communicating with your instructor always include class name in the subject header.

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. <u>Prerequisite: IT 125.</u>

<u>COURSE STUDENT LEARNING OUTCOMES</u>: See Attached

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

<u>ATTENDANCE POLICY</u>: Students are required to punctually attend this class. Four unexcused absences will result in student being dropped.

GRADING POLICY

		LETTER GRADE DETERMINATION
Chapter Quizzes	10%	A 90 +
Chapter Tests	10%	B 80 -89
Hardware Skills	10%	C 70 - 79
Software Skills	10%	D 60 - 69
A+ Practice	10%	F <60
Practice Final	10%	
MidTerm	20%	
Final	20%	
Total	100%	

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.

Dates for Reference:
January 31   Enrollment Cancellation for non-payment
February 7   Last Day to Drop for 100% Tuition Refund/Last Day to Drop Without a "W"
February 14   Last Day to Change Grading Options
March 16   Spring Break
April 17   Last Day to Withdraw Without Student Services Permission
May 8   Last Day to Withdraw with Student Services Permission
May 11   Finals Week

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

Week 1 / January 21

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 / January 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 / February 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 / February 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 / February 17

Modules / Chapter 4 (cont…)
- Take Chapter 4 Quiz
- Take Chapter 4 Exam
- Terms and Concepts Practice

Week 6 / February 24

Modules / Chapter 5 – Windows Installation
- *Read Chapter 5*
- *T*ake Chapter 5 Quiz
- Take Chapter 5 Exam
- Terms and Concepts Practice

Week 7 / March 2

Modules / Chapter 6 – Windows Configuration and Management
- *Read Chapter 6*
- Terms and Concepts Practice
- Take Chapter 6 Quiz
- Take Chapter 6 Exam

Week 8 / March 9

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 / March 16   **Spring Break** *Take MIDTERM*

Week 10 / March 23

Modules / Chapter 8 – Applied Networking
- *Read Chapter 8*
- Review Binary, Hex, Decimal
- Take Chapter 8 Quiz
- Take Chapter 8 Exam

Week 11 / March 30

Modules / Chapter 9 – Laptops and Mobile Devices

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

Week 12 / April 6

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 / April 13

Modules / Chapter 11 - Printers

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

Week 14 / April 20

Modules / Chapter 10 – Security & Chapter 11 – The IT Professional
- *<u>Weekly "Check in"</u>*
- *Read Chapter 10*
- *Read Chapter 11*

Week 15 / April 27

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 / May 4

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

Week 16 / May 11

ONLINE FINAL