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| Computer Fundamentals 1Syllabus |  |

## Course Overview

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| Course Number and Section | Credits | Hours | Semester | Year |
| 10-154-100 | 3 | 72 | Fall | 2019 |

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| Mode of Delivery: | Classroom |
| Meeting Times and Location: | Classroom  |
| Start Date/End Date: | 9/3/2019 through 1/17/2020 |
| Type of Instruction:  | Lecture and Lab |
| Course Description: | Introduces learner to terms, concepts and functions of personal computers. Demonstrate knowledge of proper function and use of computer internal and external components, system configuration, data backup and peripherals. Helps learner prepare for CompTIA's A+ Certification exams. |
| Pre/Corequisites: | None |
| Textbook(s): | TestOut PC Pro  |
| Learner Supplies: | Backup media for assignments, Anti-static wrist strap (I will provide and you will use—if lost you will pay for a replacement) |
| Technology Requirements: | Required: Internet access, MS Office, Google Docs, Google Classroom, others to be announced as needed.  |

## Instructor Information

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| Name | Email | Phone Number |
| Mrs. Lynne Johnson | lyjohnson@gapps.stratford.k12.wi.us | 715-687-4311 |

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| Preferred Communication Method: | Email or in person |
| Expectations for Response Time: | I will attempt to respond to your communications and inquiries within 24 hours M-F on weekends it will be the next business day. |
| Starfish: | ~~I will be using Starfish to send progress reports at least once during the semester~~ I will be using Skyward for grading and Canvas. Students grades 11-12 will receive dual credit for this course, Students grades 9-10 will only receive HS credit for the course. |
| Office Hours/Student Connect Time: | Before and after school 7:30-8:00 a.m. M, W (weeks 1,3,4), Th, F; Hour 5 Prep |

## What you will learn in this Course

## Course Competencies

Once completed with this course, you should be able to:

1. Follow proper safety procedures for PCs
2. Define computer information technology terms and acronyms
3. Setup a basic desktop computer system
4. Identify different computer processors
5. Identify different types of computer memory
6. Identify bus and function of expansion cards and connectors
7. Identify motherboards
8. Identify secondary storage devices
9. Identify standard computer input devices and connections
10. Identify video devices
11. Identify sound devices
12. Maintain proper function of computer systems using software tools
13. Identify printers
14. Meet computer power needs
15. Identify and follow proper operational procedures
16. Identify computer network hardware and software components
17. Set up SOHO network

**Course Schedule**

**Computer Fundamentals 1 Schedule of Activities**

**And Suggested Due Dates**

**Fall 2019**

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| --- | --- | --- | --- |
| Module | Class Date | Due Date | Learning Activities, Assignments and Quizzes |
|  |
| 1 | 9/3 | 9/6 | Introduction to coursePre-course surveyTestOut 1.1, 1.2TestOut Labs 1.1.3, 1.1.5, 1.2.7TestOut Practice Questions 1.2.8Lab 1,2Total Time: 3 hours  |
| 2 | 9/9 | 9/13 | TestOut 2.1-2.6TestOut Labs 2.5.6TestOut Practice Questions 2.1.8, 2.2.3, 2.3.3., 2.4.3, 2.5.7, 2.6.3Labs 3,4Total Time: 4 hours |
| 3 | 9/16 | 9/20 | TestOut 3.1-3.4TestOut Labs 3.2.5, 3.3.5, 3.4.3, 3.4.4, TestOut Practice Questions 3.1.3, 3.2.6, 3.3.6, 3.4.5Labs 5, 6, 7Total Time: 3.5 hours |
| 4 | 9/303 | 10/4 | TestOut 3.5-3.9TestOut Labs 3.5.7, 3.5.8, 3.6.3, 3.6.4, 3.8.3, 3.8.7, 3.9.4, 3.9.5TestOut Practice Questions 3.5.9, 3.6.5, 3.7.6, 3.8.8, 3.9.6Labs 8,9Total Time: 6 hours |
| 5 | 10/7 | 10/11 | TestOut 3.10, 3.11, 3.13, 3.14TestOut Labs 3.10.7, 3.10.8, 3.11.4, 3.13.7, TestOut Practice Questions 3.10.9, 3.11.5, 3.13.8, 3.14.3Labs 10, 11, 12, 13, 14Total Time: 4.75 hours |
| 6 | 10/14 | 10/17 | TestOut 3.12, 4.1-4.4TestOut Labs 3.12.5, 4.1.3, 4.2.3, 4.3.3TestOut Practice Questions 3.12.6, 4.1.4, 4.2.4, 4.3.7, 4.4.3Labs 15, 16Total Time: 4 hours |
| 7 | 10/22 | 10/25 | TestOut 4.5-5.3TestOut Labs 4.5.8, 4.6.4, 4.6.5, 5.1.3, 5.2.4, TestOut Practice Questions 4.5.9, 4.6.6, 5.2.5, 5.3.5Labs 17, 18, 19Total Time: 4.5 hours |
| 8 | 10/28 | 11/1 | TestOut 5.4-5.6TestOut Labs 5.4.5, 5.4.6, 5.6.3, 5.6.5TestOut Practice Questions 5.4.7, 5.5.8, 5.6.7Lab 20Total Time: 4.33 hours |
| 9 | 11/4 | 11/8 | TestOut 5.7-5.10TestOut Labs 5.7.5, 5.8.4, 5.9.6, 5.10.5TestOut Practice Questions 5.7.6, 5.8.5, 5.9.7, 5.10.6Labs 21Total Time: 3.5 hours |
| 10 | 11/11 | 11/15 | TestOut 6.1-6.4TestOut Labs 6.2.6TestOut Practice Questions 6.1.7, 6.3.6, 6.4.4Lab 22Total Time: 3.25 hours |
| 11 | 11/18 | 11/22 | TestOut 6.5-6.7TestOut Labs 6.6.5, 6.6.6, TestOut Practice Questions 6.5.5, 6.6.7, 6.7.3Lab 23Total Time: 2.25 hours |
| 12 | 11/25 | 12/6 | TestOut 6.8-6.10TestOut Labs 6.8.3, 6.8.4, 6.8.6, 6.9.3, 6.9.4, 6.9.5, 6.9.6, 6.10.4, 6.10.5TestOut Practice Questions 6.8.7, 6.9.10, 6.10.6LabTotal Time: 3.33 hours |
| 13 | 12/9 | 12/13 | TestOut 7.1-7.5TestOut Labs 7.1.7, 7.1.8, 7.1.9, 7.1.10, 7.3.7, 7.4.4TestOut Practice Questions 7.1.11, 7.2.4, 7.3.8, 7.4.5. 7.5.3Labs 24Total Time 4.5 hours |
| 14 | 12/16 | 12/20 | TestOut 8.1-8.6TestOut Labs 8.1.7, 8.2.5, 8.3.5, 8.4.4, 8.4.5, TestOut Practice Questions 8.1.8, 8.2.6, 8.3.6, 8.4.6, 8.5.3, 8.6.4Labs 25, 26Total Time 4.75 hours |
| 15 | 1/2 | 1/10 | TestOut Labs 14.1, 14.2, 14.4TestOut Tests B.2.3, B.2.2, B.2.5, C.2.4End-of-course SurveyTotal Time: 2.5 hours |

### Student Effort

 Online: You can expect to dedicate 54-72 hours to successfully meet the requirements of this course.

### Grading Expectations

Online: You can expect that your assignments will be graded within one week of your due date, or the suggested due date of the assignment. If I will be late in grading assignments, I will post an announcement saying so, and when you can expect grading to be caught up.

Late Assignments submitted after your selected due date, but within two weeks will be marked down by 20% of the score received. Assignments submitted more than two weeks after your due date will receive 0 points.

### Grading Scale

**Grading Scale 1**

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| --- | --- |
| Grade | % needed to achieve grade |
| A | 93 - 100  |
| A- | 90 - 92  |
| B+ | 87 - 89  |
| B | 83 - 86  |
| B- | 80 - 82  |
| C+ | 77 - 79  |
| C | 70 - 76  |
| D | 60 - 69  |
| F | 59 and below  |

### Grades are rounded to the whole number. For example: 88.47 will be graded in Canvas as 88%

 **88.59 will be graded in Canvas as 89%**

### Assessment Information

This course is a performance-based course, designed for your success.  Learning modules will be studied over the course of the semester.  Each module will have assessment activities or Performance Assessment Tasks (PATs) which will evaluate your performance of the course competencies.  Your grade will be based on you being able to demonstrate all course competencies. Final course grades can be viewed by going to www.ntc.edu, clicking on Student Portal/myNTC and following the instructions listed.

Your grade in the class is based on discussion board participation and projects as detailed in each module. You must earn at least 70% on each assignment in order to pass the class. Assessments not earning that minimum score must be re-done and resubmitted prior to the end date of the class.

### Attendance

As your instructor, I will make reasonable allowances for personal illness, legitimate absences which accommodate the Americans with Disabilities Act (ADA) and absences for sincerely held religious beliefs. Whenever possible, please contact me **prior** to an absence to make arrangements for missed course work. Missed deadlines, however, will have a negative impact on your success in this course.

### Late Work

Late Penalty: Late Assignments submitted after your selected due date, but within two weeks will be marked down by 20% of the score received. Assignments submitted more than two weeks after your due date will receive 0 points.

## Campus Closures Due to Weather and other Emergencies

In the event the campus is closed, you should check Canvas for updates and announcements from me. Because the course is in Canvas, you'll be able to keep working.

## Program Outcomes

In this course you will develop knowledge and skills in support of the following Program Outcomes:

* Manage information technology hardware
* Manage software
* Support computer networks
* Provide end user support
* Solve information technology problems
* Demonstrate customer service skills as an IT professional

## Soft Skills

Northcentral Technical College strives to help students reach their full academic and career potential. Seven Soft skills are purposefully integrated into campus activities and coursework. In this course, we will focus on the following Soft Skills(s): **Communicate Effectively, Work Productively, Work Cooperatively, Demonstrate Integrity, Think Critically and Creatively**

## NTC Student Handbook

Northcentral Technical College has numerous resources available to help you achieve your academic and career goals. For additional information, visit: <https://www.ntc.edu/students/handbook>.

## Course Revisions

In this syllabus, I have provided course information and a tentative schedule to guide your learning. I do, however, reserve the right to revise this information so that I may offer you the most current content and effective educational experiences. I will communicate any syllabus or schedule changes to you in a timely manner to support your success in this course.