



CIT-115 – Information Technology Fundamentals COURSE OUTLINE

Class Section(s):	NC31	Class Location:	1134, North Campus
Class Time(s):	Tuesday/Thursday, 9:30am to 11:00am		

Instructor:	Dr. R. DuPont	Semester:	Spring 2022
Office Hours:	Monday: 4:00 - 5:00pm Tuesday: 11:00 - 2:00pm Wednesday: 4:00 - 5:00pm	Office Location:	Room 2036 North Campus
Instructor Contact Methods:	Email: rdupont@ccac.edu (preferred) Phone: 412-369-4123		

Books & Materials	<ul style="list-style-type: none">• Internet Access• TestOut IT Fundamentals Courseware• Access to word processing program
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Course Credits:	3
Prerequisites / Co-requisites:	Prerequisites: Basic skills using a personal computer and operating system.
Course Description:	This course explores technical issues involved with computers and information technology. Students will be able to set up a basic workstation, conduct basic software installation, establish basic network connectivity, identify compatibility issues, identify/prevent basic security risks and demonstrate knowledge in the areas of safety and preventative maintenance of computers. This course prepares students considering a career in Information Technology (IT) or desiring a more detailed knowledge of IT fundamentals.
Learning Outcomes (from master course syllabus):	Upon successful completion of the course, the student will: <ol style="list-style-type: none">1. Explain the function and features found in common operating systems and applications.2. Demonstrate best practices in information technology.3. Explain the purpose of internal computer components and basic peripherals.4. Compare and contrast different methods of sharing, storage and backup of data.5. Perform appropriate steps to set up a basic workstation and router.6. Implement basic support concepts.7. Identify basic security threats and web-browsing best practices.

	<p>8. Describe the importance and impact of various environmental and safety concepts.</p> <p>9. Identify alternative technologies and their purpose.</p>
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General Education Goal(s)	How does this course meet the General Education goal(s)?
Critical Thinking and Problem Solving	1 - 9
Information Literacy	1 - 5, 7-9
Technological Competencies	2, 5, 6

Course Policies & Procedures

Evaluation Plan:		
	Concept Practices	300 Points
	Quizzes	200 Points
	Round Table Discussions	100 Points
	Exams (x3)	300 Points
	Final Exam	100 Points
	Total Points	1000 Points
	<p>Concept Practices: These are small activities and assessments that are completed through the week of each course. These can range from review of terminology to implementation of different elements in an OS environment. These are to reinforce the content students learned during that class. These are a mix of practices using the TestOut software and other practice modalities.</p> <p>Quizzes: Students will have one week to complete quiz activities. These are through the TestOut system. Students are encouraged to review and use their notes and references to complete the quiz.</p> <p>Round Table Discussions: Hosted through the Parlay Ideas website, students will explore and incorporate topics from the learning outcomes to hold discussions on topics from the course. Students will need an account and added to the Parlay Ideas class site.</p> <p>Exams: Students are provided with study guides for each of the exams throughout the semester. During the week of an exam - students will have one</p>	

	<p>week to complete the exam. References, notes and TestOut materials can be used to complete the exam. Note that as the semester goes on, the exams will shift from being more concept based to application based, depending on which software application is currently being studied.</p> <p>Final Exam: The final exam occurs during the week of finals for the college. Students will have until the due date and time to complete the exam. Similar to the exams throughout the semester, students can use their notes, references and other materials to complete the exam.</p>
Attendance & Tardiness:	<p>Students are allowed 1 unexcused absence from the course meeting time. Students who continue to miss course meetings and do not provide proper documentation will lose 10 points per absence from their final overall grade.</p> <p>An excused absence is where proper documentation is provided to the instructor of the course. Accepted forms of documentation include: Doctor's Excuse, University documentation for participation in events, obituary of a family member. This documentation must be presented to the instructor at the following class meeting to be recorded.</p> <p>Instructors are required to check attendance for the first three weeks of the term (or 20% of shorter terms) and report students who have never attended or stopped attending to the college Registrar. For this course, if you are not attending our live Zoom sessions, I will use the last date you completed an assignment or contacted me directly. If you do neither, I will be forced to mark you as not attending, even if you have logged into Blackboard. Students who have never attended will be dropped from the class, and financial aid will be adjusted – no refund of tuition or fees. Students who withdraw or stop attending prior to the 10th week of class (or 60% for shorter terms) will have financial aid adjusted to reflect the dates of attendance. You may be required to repay the college for the funds that are returned to the federal government. See Appendix A of the college catalog at catalog.ccac.edu.</p>
Test and/or Quiz Makeup:	<p>For all tests and quizzes, students will have one week with open notes and open books. Therefore, there is <u>no</u> make-up on quizzes or exams.</p>
Technology Use:	<p>Students will need access to a computer that has access to the Internet. Students will be working with the TestOut application through Blackboard. Although not required, it is recommended students have access to word processor programs (i.e Office 365, Google Doc, Microsoft Word, etc.)</p>
Academic Honesty:	<p>Academic Misconduct Rules—the college expects students will not engage in:</p> <p>Cheating: The act or attempted act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that, in fact, has not been mastered.</p> <p>Fabrication: The use of invented information or citation in an academic exercise or the falsification of research or other findings.</p> <p>Plagiarism Occurs when a student:</p> <ul style="list-style-type: none"> ● fails to place quotation marks around material copied word-for-word from another source, published or not, including web-based content

	<p>(long quotes are indented and blocked, according to discipline documentation requirements);</p> <ul style="list-style-type: none"> • neglects to attribute words and/or ideas to the author, whether the author is published or not; • closely follows the original's wording and sentence structure when attempting; and/or • presents all or part of a paper from an essay-purchasing website or other source as his or her own work. <p>If you are not sure - ASK! I will let you know! Failure to follow this will result in a failing grade for the project. Further infractions will result in a failing grade for the class and report to the Dean of Academic Affairs.</p>
Other Policies and Procedures:	<ul style="list-style-type: none"> • File corruption, Drive failures and other miscellaneous technological issues are not grounds for an assignment or final project extension. If this occurs, the student is still held to the due date and late policy (if applicable). • For on campus classes, as students will have computers for use during the class with all needed software, students are responsible for their own personal computers and troubleshooting issues that can occur. • Make-Up Quizzes will be offered only for those presenting valid medical excuses within one week of the quiz or exam. • Final Exams are scheduled per College Policy. Your presence at the scheduled final exam time is mandatory. Failure to attend will result in a failing grade for the final showcase/critique. • Any electronic devices including cell phones, music players, laptops and tablets should be muted during class. <ul style="list-style-type: none"> ○ Cell phones are not to be out on the desks during class. Students will not text during the class. • Students should be attentive during lectures and follow-along activities during the class period. Therefore, any non-class related websites should not be open during this time, as they are distracting to you, and those around you. • Concerns related to the course should be presented to the professor in a timely manner before exploring other options. Set up an appointment with the instructor and present your concerns in a respectful, professional manner. • E-mails will be answered in a timely manner. However, they will not be answered from 4:00pm to 8:00am during the week. <ul style="list-style-type: none"> ○ Emails sent after 4:00pm on Fridays will not be responded to until Monday. ○ During university holidays, e-mail responses will not occur until the start of classes again. ○ Emails sent 24 hours prior to the due time of an Assignment or Final Project will not be answered. • When emailing regarding questions about the course: <ul style="list-style-type: none"> ○ Include the course ID and number in the title of the email ○ Do not respond to email announcements sent via the Blackboard system

	<ul style="list-style-type: none"> ○ Ask questions in the email and/or provide times that you are available for meetings if outside office hours, and I will do my best to accommodate. ● Students are to behave in a professional manner during the class periods. Disrespectful or disruptive behavior towards students or the professors will not be tolerated, and you may be asked to leave the class. <ul style="list-style-type: none"> ○ The student forfeits any assistance with that day's topic should they be asked to leave. ○ Conduct will be recorded as an Incident Report and conveyed to the Dean. ● Cheating, Plagiarism, or any other unethical behavior will be handled per the policies outlined by the Community College of Allegheny County. Students are expected to familiarize themselves with, and follow these policies.
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All students are expected to read and comply with the policies and regulations set forth in the CCAC Student Handbook, including without limitation the College's policies regarding academic and behavioral conduct, the procedures for requesting an accommodation based upon a disability, pregnancy or pregnancy related condition, or a religious observance, and for reporting unlawful discrimination and harassment.

The Student Handbook is available to view and download from the College's website at the following URL: <https://www.ccac.edu/policies>.

The full text of the College's *Policy Manual*, *Administrative Regulations Manual*, and the Civil Rights Complaint Procedure can also be viewed and downloaded at: <https://www.ccac.edu/policies>.

Information concerning the process and documentation required to request a disability-related accommodation can be obtained by contacting the campus' Office of Supportive Services for Students with Disabilities (OSSSD) or by visiting the OSSSD information page at <https://www.ccac.edu/policies>.

Students are reminded that they can access their course information and CCAC email account, the CCAC Academic Calendar (including add/drop/withdrawal deadlines), the Student Handbook, the College's Incident Report form, and many other College services through the MyCCAC portal at: <https://my.ccac.edu>.

Course Plan:

Class Week/Date	Topics / Learning Activities	Assignments / Homework	Tests, Quizzes, Evaluations
Week 1 2/1, 2/3	<ul style="list-style-type: none"> Syllabus Review Overview of TestOut LabSim and Navigation Overview of Parlay Discussions IT, IS and CS - Exploring avenues in Computers 	Obtain and Sign Up for TestOut Video 1.2.1 Exam 1 - Study Guide	Practice: Career Exploration Parlay Discussion 1
Week 2 2/8, 2/10	<ul style="list-style-type: none"> Ethical Considerations when working with Computers Introduction to Computers Digital Data 	Reviewing the Digital Data Content	2.2.7 - Section Quiz 2.3.7 - Section Quiz
Week 3 2/15, 2/17	<ul style="list-style-type: none"> The WWW Web Browsers Social Media Online Communications Online Research (Guest Lecture) 	Practice: Google Yourself Practice: Clearing a Browser's Cache Practice: Setting up a Proxy Server Practice: Configuring a Browser's Settings	5.2.8 - Section Quiz 5.3.14 - Section Quiz
Week 4 2/22, 2/24	<ul style="list-style-type: none"> Cloud Computing Internet Communications Tech. Internet of Things IT Careers 	Study/Review for Exam 1 Practice: Looking at IT Careers	Parlay Discussion 2 5.2.8 - Section Quiz 5.3.14 - Section Quiz
Week 5 3/1, 3/3	<ul style="list-style-type: none"> Security Threats 		Exam 1
Week 6 3/8, 3/10	<ul style="list-style-type: none"> Authentication Data Encryption Device Security 	Exam 2 - Study Guide Practice: 10.2.13 - Recognize Social Engineering Exploits 1 Practice: 10.2.14 Recognize Social Engineering Exploits 2 Practice: 10.3.10 Configure iPad Access Control and Authentication Practice: 10.4.8 Secure a Home Wireless Network Practice: 10.5.17 Configure Windows Firewall	5.4.9 - Section Quiz 5.6.10 - Section Quiz 10.2.17 - Section Quiz
Week 7 3/15, 3/17	<ul style="list-style-type: none"> Operating Systems System Software Application Software 	Practice: 4.2.8 Explore the Windows 10 OS Practice: 4.2.12 Explore iOS Practice: 4.3.4 Update Drivers Practice: 4.3.12 Update Firmware Practice: 4.3.17 Create Virtual Machines Practice: 4.5.11 Use Desktop Applications Practice: 4.7.4 Manage Applications	Parlay Discussion 3 4.2.13 - Section Quiz 4.3.18 - Section Quiz 4.5.16 - Section Quiz

Week 8 3/22, 3/24	<ul style="list-style-type: none"> File Management Software Troubleshooting System Support Careers 	Practice 4.4.4: Manage Files and Folders Practice 4.4.11: Configure NTFS Permissions Practice 4.7.4: Manage Applications 4.7.6: Repair Programs	Parlay Discussion 4 4.7.7 - Section Quiz
Week 9 3/29, 3/31	<ul style="list-style-type: none"> Computer Devices Internal Components Input and Output 	3.3.10: Explore the Motherboard 3.3.12: Install Memory 3.3.14: Upgrade a Video Card 3.4.11: Connect a Monitor 3.4.13: Install Peripherals (USB Devices) 3.4.15: Set Up a Computer	Parlay Discussion 5
Week 10 4/5, 4/7	<ul style="list-style-type: none"> Storage Hardware Troubleshooting Computer Hardware Careers 	Exam 3 - Study Guide 3.6.8: Troubleshoot System Power 3.6.10: Troubleshoot Memory 3.6.12: Troubleshoot Processor Installation	Exam 2
CCAC Spring Break - April 11th through April 17th			
Week 11 4/19, 4/21	<i>Reserved for Spillover</i>		Parlay Discussion 6
Week 12 4/26, 4/28	<ul style="list-style-type: none"> Networking Basics Wired and Wireless Networking Network Troubleshooting 	Final Exam - Study Guide	Parlay Discussion 7 Exam 3
Week 13 5/3, 5/5	<ul style="list-style-type: none"> Internet Connectivity Networking Protocols Application Delivery Network Careers 	6.4.4: Connect a Cable Modem 6.4.9: Manage Mobile Devices 6.5.10: Configure TCP/IP Settings 6.6.12: Configure Windows Update	Parlay Discussion 8 9.5.6 Section Quiz
Final Exam Due: Tuesday, May 16th by 11:30 AM			

Course Outline Corrections:

During the semester/session, reasonable changes to the course outline may be academically appropriate. Students will be notified of these adjustments by the instructor in a timely manner.