

HENRY FORD COMMUNITY COLLEGE

CIS 157 – A+ Hardware

Tentative Online Syllabus

COURSE INFORMATION

Course

CIS 157 – Section 01 - A+ Hardware
Class starts on 05/11/10

(4) Eric

Instructor

Brent Fulton
Technology Building, Room T-162 I
(313) 845-6426
brent@henryford.ucompass.com

Course Web Site

<http://henryford.ucompass.com>

Day/Time/Room/Office Hours

This section is 50% online. We will meet in class every T & TH for the spring semester from 11:40am – 1:35pm for lab time.

I will be on campus teaching other classes during the semester. If you would like to stop by or call my office for questions or assistance, please do.

Required Text

A+, Guide to Hardware

Author: Jean Andrews

Managing, Maintaining and Troubleshooting

The Lab book comes bundled with the text book. Both are required.

Catalog Description

Prerequisite: CIS 100 or equivalent microcomputer experience

This course is intended to cover the hardware section of the A+ Certification exam. All types of hardware components will be studied in detail. Installation, configuration, troubleshooting as well as learning how each of these components work. The student will experience hands on interactive labs with actual hardware components.

Required Course Supplies

You will need access to a computer on which you can access the internet.

Course Objectives

To demonstrate understanding of the following topics:

1. Identify different types of hardware components.
2. Installation, Configuration & Upgrading of hardware components.
3. Diagnose & Troubleshoot hardware problems.
4. Perform preventive maintenance routines on the hardware components.
5. Distinguish between different motherboard, CPU & memory components.
6. Install, configure and maintain printers.
7. Identify basic networking concepts.

Course Requirements (*Please read these carefully*)

If you enroll and succeed in this course, you must have the following:

- **A computer**, or access to a computer
- **Internet Access**.
- **Basic computer skills**, including use of the Internet, Web and e-mail.

College Computer Labs and Student Support Services

If, for any reason, you do not have access to a computer for a limited period of time feel free to use any number of several open computer labs on campus at Henry Ford Community College.

T-194 Open Lab. There is a large computer lab located in the Technology Building, room T-194 you are free to use. There are also lab consultants in this room available to provide limited assistance with your assignments. If you get stuck on an assignment, they can help you, but are not able to do entire assignments for anyone. Lab Hours for T-194 are typically Monday – Thursday from 9 AM to 9 PM. Friday & Saturday in the spring semester, the lab is closed.

Media Center. Located on the second floor of the Library, the Media Center is an open access computer lab where students can go to work on computer assignments, access the internet, and/or check their e-mail. For more information, you may contact the Media Center at 313.845.6386. For more information regarding Library Services, you may phone 313.845.9606.

Learning Lab. Located on the second floor of the Learning Resource Center, the Learning Lab assists HFCC students with identifying and improving the skills needed for success in the areas of Reading, Writing, and Math. Although operation hours may slightly vary each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m. For more information, contact the Learning Lab at 313.845.9643.

Instructional Technology & Tech Buddies. If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at 313.845.9663, ext. 3, 4, or 5 or via e-mail at signorelli@hfcc.edu, kolin@hfcc.edu, or vbeaty@hfcc.edu. On-campus assistance is also available in the Student Center at the Tech Buddy Desk or within Instructional Technology,

Assisted Learning Services The Assisted Learning Services Program is designed to assist physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), north side (parking lot side) main level. For more information, you may contact the office at 313.845.9617 or for the hearing impaired 313.845.9804.

General Policies and Keys to Success

While **online and distance-based courses** offer a flexible way for students to obtain education and obtain professional development, they **require** a great deal of **INDIVIDUAL MOTIVATION**. You will need to read each chapter of the textbook, the material posted online at the course web site, and ask questions on anything **you** do not completely understand. It is highly recommended that **you** print this syllabus out and review it frequently to be sure **you** are keeping up with the course.

It is very easy to fall behind in a class. Please try to set aside regular blocks of time several times each week to read the course textbook and online material, ask questions, and submit assignments on a timely basis.

Drop and Incomplete Grade Policy

Automatic drop grades are generally not given. To receive a drop (DR) grade for the class, the student must officially drop the class thought he Registrar's office. Telling your instructor of your intent does not accomplish an official drop.

Incomplete grades are generally not given without sound reason and documented evidence as described in the College Catalog. In all cases, for a student to receive an incomplete, he or she must be passing and must have a completed a significant portion of the course. If an incomplete grade is given, the student must make up all the work by the mid-semester date of the following semester.

Academic Integrity Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Any academic dishonesty (cheating) will result in either (1) a zero (0) for the assignment, program, test, quiz or exam, or (2) a failing grade for the course, depending on the severity of the dishonesty. Any violation resulting in a failing grade for the course will be immediately forwarded to the Office of the Registrar.

Examples of academic dishonesty include, but are not limited to, the following:

1. Representing the work of others as your own.
2. Obtaining or using unauthorized tests or quizzes.
3. Use of unauthorized material, such as notes, books, during an examination.
4. Open cheating during an examination, such as looking at another student's examination.
5. Receiving or giving unauthorized assistance from/to other students.

If a student is unclear about whether a particular situation may constitute an academic honesty violation, the student should meet with the instructor to discuss the situation. For this class, it is permissible to assist classmates in general discussions of computing techniques. Advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another student's work (or portions of it) and represent it as his/her own.

Online Personal Conduct

- A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.
- B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and I will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines:
 - Personal correspondence should be conducted elsewhere.
 - Treat and respect others as you would like to be treated.
 - "Flaming", an angry series of words or comments used to personally attack others who may disagree with you, is not permitted.
 - Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work.
 - HFCC's computer use policy is in effect. It can be found at <http://www2.hfcc.edu/resources/policy.htm>.
 - Students are responsible for completing their own online course work.

Required Work for the Course

Your grade for this course will be determined by your performance in the following areas:

Lab Checks	25%
Chapter Quizzes	25%
Midterm Exam	25%
Final Exam	25%

How to use the UCompass Web site for this Course

- A. ***UCompass Web Site and your Username and Password.*** This course uses the UCompass course management system located at <http://henryford.ucompass.com/> Your ***username*** to the UCompass web site is usually your first initial, middle initial and last name.

Therefore, someone named John Michael Smith would likely have a username of jmsmith. Sometimes, however, a few numbers are added after your username if another student at HFCC had a similar name as yours. In the event you cannot login to UCompass, check to make sure you are using the current username. You can look up your username from the following web site address: <https://my.hfcc.edu/webadvisor/> (see "What is my User ID?"). Your **password** for this site should be your birth month birth day. Therefore, if your birth day is December 10, then your password would 1210. If you continue to experience problems logging into UCompass, contact the Instructional Technology department at the email addresses or phone numbers provided earlier in the syllabus.

You should be able to log into the UCompass Web Site beginning on the first day of class, Tuesday, May 11th, 2008.

- B. **Packets.** Besides keeping up on your reading of the textbook chapters, a lot of the material you will need for this class is located under the "Course Materials" menu in the UCompass web site. Packets are a way to organize things, such as links to your assignments, online reading material and external Web site links, and online discussions forums. Different packets will become available to you as we progress through the course. To access the **Course Packets**, click on the **Course Materials** menu option in the left menu of UCompass. You will then see a list of **packets**.

- C. **Quizzes.** There are short quizzes for each chapter in this course. The Quizzes are accessible from within your Packets. There is also a Practice Quiz for each chapter. Also, **NO** point value.

The Chapter quiz is the **ONLY** quiz that has point values assigned to it. **It is important that you do not exit a quiz once your have started or the UCompass Web site will prevent you from re-entering and completing the quiz.** See below for the quiz due dates.

Summary of Required Work and Grading Policy

<u>Class Percentage *</u>	<u>Letter Grade</u>
92 +	A
84 - 91	B
76 - 83	C
68 - 75	D
Below 68	E

* The Henry Ford Community College Computer Information Systems Department uses an 8-point grading scale

Date	Agenda
Week 1 5/11 – 5/16	<p>Meet in T193 for Chapter 1 & 2 Labs!</p> <p>Introduction to Course, Review Syllabus</p> <p>Read: Chapters 1 & 2. UCompass: Review & Complete all items in Packet One (Chapter 1) UCompass: Review & Complete all items in Packet Two (Chapter 2)</p> <p>Due Dates: 5/17/10 at Midnight - Chapter 1 & Chapter 2 Quizzes</p>
Week 2 5/17 – 5/23	<p>Meet in T193 for Chapter 3 & 4 Labs!</p> <p>Read: Chapters 3 & 4. UCompass: Review & Complete all items in Packet Three (Chapter 3) UCompass: Review & Complete all items in Packet Four (Chapter 4)</p> <p>Due Dates: 5/24/10 at Midnight - Chapter 3 & 4 Quizzes</p>
Week 3 5/24 – 5/30	<p>Meet in T193 for Chapter 5 & 6 Labs!</p> <p>Read: Chapters 5 & 6. UCompass: Review & Complete all items in Packet Five (Chapter 5) UCompass: Review & Complete all items in Packet Six (Chapter 6)</p> <p>Due Dates: 5/30/10 at Midnight - Chapter 5 & 6 Quizzes</p> <p>LAB CHECKS! Chapters 1 – 6 at end of class on 5/27/10!</p> <p>Mid-Term Exam Due 5/31/10 at Midnight!</p>
Week 4 5/31 – 6/6	<p>Meet in T193 for Chapter 7 & 8 Labs!</p> <p>Read: Chapter 7 & 8. UCompass: Review & Complete all items in Packet Seven (Chapter 7) UCompass: Review & Complete all items in Packet Eight (Chapter 8)</p> <p>Due Dates: 6/7/10 at Midnight - Chapter 7 & 8 Quizzes</p>

Week 5 6/7 – 6/13	<p>Meet in T193 for Chapter 9 & 10 Labs!</p> <p>Read: Chapters 9 & 10. UCompass: Review & Complete all items in Packet Nine (Chapter 9) UCompass: Review & Complete all items in Packet Ten (Chapter 10)</p> <p>Due Dates: 6/14/10 at Midnight - Chapter 9 & 10 Quizzes</p>
Week 6 6/14 – 6/20	<p>Meet in T193 for Chapter 11 & 12 Labs!</p> <p>Read: Chapters 11 & 12. UCompass: Review & Complete all items in Packet Eleven (Chapter 11) UCompass: Review & Complete all items in Packet Twelve (Chapter 12)</p> <p>Due Dates: 6/21/10 at Midnight - Chapter 11 & 12 Quizzes</p>
Week 7 6/16 - 6/18	<p>Meet in T193 for Hands On Final!</p> <p>6/22/10 Hands-on Final Exam. Lab Books are Due!!!</p> <p>6/24/10 Book Final Exam in CLASS!</p>

abs 1.1-1.4

2.1-2.3

3.1, 3.3, 3.5 + UPS

4.1-4.5 4.1 use mobo in T193

5.1, 5.2, 5.4, 5.5

6.1-6.4

7.1 - 7.3 use Sata drive and
7.4 do lab on that drive
skip recovery console

Review
→ 7.5 Pick one

7.6

8.1 + 8.4 (Pick bullet (1,3,5))

9.1 use onboard soundcard

9.2, 9.3

9.4 use Pci express video card

9.6

10.1 - onboard Lan

10.3, 10.4 use DSCP

10.5 Pick 3 items to troubleshoot

10.6 modems + phone cords on shelf

ext 6426

11.1 - 11.3 HD + mem upgrade

12.1

12.4

I LAB

3.1 3.5

4.4 4.5

6.1 6.2

9.3 10.3

11.1 11.2