



TENTATIVE—SUBJECT TO CHANGE

**CIST1122 Hardware Installation and Maintenance
COURSE SYLLABUS
Online
Fall Semester 2021 (202212)**

COURSE INFORMATION

Credit Hours/Minutes: **7/5250**

Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard**

Class Meets **Via Internet for 15 weeks**

Course Reference Number: **20101**

Preferred Method of Contact: **STC Email – [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Jamie Powers

Email: [Jamie Powers \(jpowers@southeasterntech.edu\)](mailto:jpowers@southeasterntech.edu)

Campus/Office Location: 2106 Building 2 Swainsboro Campus

Office Hours: 2:30pm – 4:30pm Monday and Wednesday Swainsboro Campus and 3:30pm to 5:30pm Tuesday and Thursday Vidalia Campus

Phone: 478-289-2221

Fax Number: 478-289-2276

Tutoring Hours (if applicable): Made by appointment with instructor by email

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT

No Text Purchase is required. Students will access the e-textbook which is included with the TestOut website course program. Students are required to purchase the **Access Code:**

TestOut Library Bundle ISBN 978-1-935080-74-9 for one year access to all TestOut courses or

TestOut PC Pro ISBN 978-1-935080-42-8 for just CIST1122 and CIST1135

from the STC Bookstore (stcbookstore@southeasterntech.edu) 912-538-3129, or from www.TestOut.com.

Students can use discount code **14-232TA** on product website. TestOut PC Pro will be used for the CIST1135 and CIST1122 and will only need to be purchased once. Students will be given the registration information before class begins.

REQUIRED SUPPLIES & SOFTWARE

Use STC computers or a computer with XP, VISTA, Win 7, 8, or 10, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, Internet Explorer 7+ or **Google**

Chrome (preferred), Windows Media Player 10.0 or later, Adobe Reader, optional: 128 mb or higher USB Flash Drive, **Headphones.** **Note: Students will be saving their work via the TESTOUT LabSim and thru BLACKBOARD.** **Internet access required. Students are required to have TestOut access code on the first day of class.**

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

MAJOR COURSE COMPETENCIES

1. Hardware
2. Troubleshooting, Repair and Maintenance
3. Operating Systems and Software
4. Networking
5. Security
6. Operational Procedures

PREREQUISITE(S)

Program Admission

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on XXXX of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending enough time during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to

the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may

result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Dec 7, 2021, 2:00 pm, Gillis Building room 818 and Swainsboro Campus Dec 7, 2021 10:00 am, Building 2 room 2106

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@southeasterntech.edu)

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website](http://www.southeasterntech.edu) (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
LabSims	20%
Exams	30%
Discussions	15%
Work Ethics	5%
Quizzes	10%
Proctored Final Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course Number and Name

Fall Semester 2021 (202212) Lesson Plan

Tentative – Subject to Change

Key: Min = minutes, ques = questions. OL = Online assignment, Aug=August, Sep=September, Oct=October, Nov=November, Dec=December

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 Aug 16 - 23</p>	<p>1.0</p>	<p>Computing Overview</p> <p>First Day of Class: Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage</p> <p>REQUIRED FOR THE COURSE</p> <p>Managing E-Mail Messages with STC Office 365 MAIL</p> <p>Login to Blackboard, click the first assignment and then enter the TestOut access code. DO NOT CREATE THE TESTOUT ACCOUNT THROUGH THEIR WEBSITE.</p>	<p>Semester Begins TESTOUT LabSim is used for CIST 1135 and CIST 1122. The activities in CIST 1135 prepare students for the CompTIA 220-802 Exam. Students will complete designated activities for CIST 1135 as indicated on each assignment sheet. The activities that are not completed in CIST 1135, will be done is CIST 1122</p> <p>Reply to Welcome Email from your Instructor.</p> <p>Login to BLACKBOARD</p> <p>Getting Started – Start Here Items:</p> <ul style="list-style-type: none"> • Read all items • Complete STC Pledge Acknowledgement, Student Introduction Due by THIRD day of class (Required) <p>Familiarize yourself with Using Student Email (STC Office 365 Mail) from mySTC.</p> <p>Click on the first Module link under lessons and enter your code. You must have the TestOut key code in order to start. To join the class, use the class crn number.</p> <p>For each module in the TestOut you will watch a video/demonstration, read the information given, complete a simulation and then answer the questions at the end.</p> <p>Complete the below from Module 1.0</p> <p>Computing Overview</p> <ul style="list-style-type: none"> • 1.1 Course Introduction (41 min) • 1.2 Hardware Basics (55 min (OL)) • Discussion Board 1 <p>Week 1 assignments must be completed and turned in before 11:55 PM Monday Aug 23</p>	<p>1 a, c</p>

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 2 Aug 24 - 30	2.0	PC Technician	Complete all items in Module 2.0 – PC Technician <ul style="list-style-type: none"> • 2.1 Protection and Safety (50 min) • 2.2 Professionalism (26 min) • 2.3 Change Management (15 min) • 2.4 PC Tools (25 min) • 2.5 PC Maintenance (51 min) • 2.6 Troubleshooting Process Overview (27 min) • Discussion Board 2 Week 2 assignments must be completed and turned in before 11:55 PM Monday Aug 30	2,6 a, b, c
Week 3 Aug 31 – Sep 7	3.0	System Components	Complete all items in Modules 3.1 –3.6 System Components <ul style="list-style-type: none"> • 3.1 Cases and Form Factors (19 min) • 3.2 Power Supplies (42 min) • 3.3 Motherboards and Buses (41 min) • 3.4 Motherboard Troubleshooting (27 min) • 3.5 Processors (64 min) • 3.6 Processor Troubleshooting (33 min) • Discussion Board 3 Week 3 assignments must be completed and turned in before 11:55 PM Tuesday Sep 7	1 a, b, c
Week 4 Sep 7 - 13	3.0	System Components	Complete all items in Module 3.7 – 3.10 System Components <ul style="list-style-type: none"> • 3.7 Memory (46 min) • 3.8 Memory Installation (64 min) • 3.9 Memory Troubleshooting (37 min) • 3.10 BIOS/UEFI (69 min) Week 4 assignments must be completed and turned in before 11:55 PM Monday Sep 13	1 a, b, c
Week 5 Sep 14 - 20	3.0	System Components	Complete all items in Module 3.11 – 3.14 System Components <ul style="list-style-type: none"> • 3.11 Expansion Cards (22 min) • 3.12 Video (42 min) • 3.13 Audio (58 min) • 3.14 Cooling (24 min) Week 5 assignments must be completed and turned in before 11:55 PM Monday Sep 20	1 a, b, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 6 Sep 21 - 27	4.0	Peripheral Devices	<p>Complete Exam 1 in TestOut</p> <p>Complete all items in Module 4.0 Peripheral Devices</p> <ul style="list-style-type: none"> • Discussion Board 4 • 4.1 Peripheral Devices (20 min) • 4.2 USB (29 min) • 4.3 Display Devices (48 min) • 4.4 Video Troubleshooting (26 min) • 4.5 Device Driver Management (72 min) • 4.6 Device Driver Troubleshooting (40 min) <p>Week 6 assignments must be completed and turned in before 11:55 PM Monday Sep 27</p>	1, 3 a, c
Week 7 Sep 8 – Oct 4	5.0	Storage	<p>Complete all items in Modules 5.1 - 5.4 Storage</p> <ul style="list-style-type: none"> • 5.1 Storage Devices (23 min) • 5.2 SATA (31 min) • 5.3 Optical Media (26 min) • 5.4 RAID (55 min) • RAID QUIZ • Discussion Board 5 <p>Week 7 assignments must be completed and turned in before 11:55 PM Monday Oct 4</p>	1, 2, 3 a, b, c
Week 8 Oct 5 - 11	6.0	Networking	<p>Complete all items in Modules 6.1 - 6.4 Networking</p> <ul style="list-style-type: none"> • 6.1 Networking Overview (52 min) • 6.2 Network Hardware (50 min) • 6.3 Networking Media (47 min) • 6.4 Ethernet (24 min) <p>Week 8 assignments must be completed and turned in before 11:55 PM Monday Oct 11</p>	4, 5 a, b, c
Week 9 Oct 12 - 18	6.0	Networking	<p>Complete all items in Modules 6.5 - 6.10 Networking</p> <ul style="list-style-type: none"> • 6.5 IP Networking (40 min) • 6.6 IP Configuration (52 min) • 6.7 IP version 6 (19 min) • 6.8 Internet Connectivity (50 min) • 6.9 Network Utilities (75 min) • 6.10 Network Troubleshooting (51 min) • Binary Quiz • IP Addressing Quiz <p>Week 9 assignments must be completed and turned in before 11:55 PM Monday Oct 18</p>	4, 5 a, b, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 10 Oct 19 - 25	7.0	Wireless Networking	<p>Complete all items in Module 7.0 Wireless Networking</p> <ul style="list-style-type: none"> • 7.1 802.11 Wireless (63 min) • 7.2 Infrared, Bluetooth, and NFC (27 min) • 7.3 SOHO Configuration (62 min) • 7.4 Internet of Things (33 min) • 7.5 Wireless Network Troubleshooting (21 min) <p>Week 10 assignments must be completed and turned in before 11:55 PM Monday Oct 25</p>	4
Week 11 Oct 26 – Nov 1	8.0	Printing	<p>Complete Exam 2 in TestOut</p> <p>Complete all items in Module 8.0 Printing</p> <ul style="list-style-type: none"> • 8.1 Printers (59 min) • 8.2 Printer Configuration (35 min) • 8.3 Network Printing (35 min) • 8.4 Printing Management • 8.5 Printer Maintenance (23 min) • 8.6 Printer Troubleshooting (42 min) <p>Week 11 assignments must be completed and turned in before 11:55 PM Monday Nov 1</p>	4, 5 a, b, c
Week 12 Nov 2 - 8	9.0	Mobile Devices	<p>Complete the below in Module 9.0 Mobile Devices</p> <ul style="list-style-type: none"> • 9.1 Laptops (35 min) • 9.2 Laptop Components (51 min) • 9.4 Laptop Troubleshooting (42 min) • 9.8 Mobile Device Troubleshooting (33 min) <p>Work Ethics Exam in Blackboard</p> <p>Week 12 assignments must be completed and turned in before 11:55 PM Monday Nov 8</p>	1,2,3,4 a, c
Week 13 Nov 9 - 15	10.0 14.0	System Implementation Capstone Exercises	<p>Complete Module 10.1 Component Selection</p> <ul style="list-style-type: none"> • 10.1 Component Selection (22 min) <p>Complete the below from Module 14.0 Capstone Exercises</p> <ul style="list-style-type: none"> • 14.1 Build a Computer from Scratch • 14.2 Troubleshoot a Malfunctioning Computer • 14.4 Create a Home Office Network <p>Week 13 assignments must be completed and turned in before 11:55 PM Nov 15</p>	1 - 6 a, b, c
Week 14 Nov 16 - 23	B4. CompTIA 220- 1001	Practice	<p>Complete module questions and domain questions to prepare for the final exam-these will not count for a grade but contain the same questions that may appear on the final exam</p> <p>Week 14 assignments must be completed and turned in before 11:55 PM Nov 23</p>	1-6 a, b, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 15 Nov 29 – Dec 7		Final Exam LAST WEEK OF CLASS SEMESTER ENDS	<i>Proctored Final Exam MUST BE TAKEN on Dec 7, 2021, at 10:00 am on the Swainsboro campus and 2:00 pm on the Vidalia campus</i>	1-6 a, b, c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Hardware
2. Troubleshooting, Repair and Maintenance
3. Operating Systems and Software
4. Networking
5. Security
6. Operational Procedures

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.