



TENTATIVE—SUBJECT TO CHANGE
CIST1122 Hardware Installation and Maintenance
COURSE SYLLABUS
Online
Spring Semester 2021 (202114)

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: **40055**

Preferred Method of Contact: **STC Email – [Stephanie Moye smoye@southeasterntech.edu](mailto:Stephanie.Moye@southeasterntech.edu)**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Ms. Stephanie Moye**

Email Address: **[Stephanie Moye smoye@southeasterntech.edu](mailto:Stephanie.Moye@southeasterntech.edu)**

Campus/Office Location: **Vidalia Campus, Gillis Building, Room 813**

Office Hours: **2:00pm – 4:30pm Monday - Thursday**

Phone: **912-538-3161**

Fax Number: **912-538-3106**

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

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 PC Pro ISBN 978-1-935080-42-8 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 version 6.0.7 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 College (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:

- 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.

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 Monday of each week**. Students will login to TestOut website through the Blackboard links, complete the reading, watch lecture/tutorial videos, and complete the lab and the exams for each module. Students are also expected to complete all tests and comprehensive problems on the dates specified lesson plan below. Assignments will be saved via the Blackboard and TestOut system. Assignments are given with numerous days to complete. After the due date a grade of zero will be given. **Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0. Unannounced quizzes/assignments may be given.**

Program students must earn a minimum grade of C in this course.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **7 hours per week** 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.

DISCUSSION BOARD TOPICS

Discussions must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

EMAILS

Preferred method of communication should be through student MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example: **CIST1122 Moye**

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 our Blackboard course.

CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

NO SHOW REQUIREMENTS

It is the student's responsibility to have all materials for the course on the first day of the semester whether the first day is in the class or should be completed online for the hybrid course. In order to acknowledge attendance for the class the student **must** complete the following for this course:

- Email the instructor
- Complete the Student Introduction in Blackboard Getting Started menu
- Complete the Pledge Acknowledgement in Blackboard Getting Started menu
- Complete the **first Testout assignment**

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus 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
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
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, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). 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

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. **All tests and assignments are due at midnight on Monday of each week.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@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: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@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 withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

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, (date), (time), (room location) and Swainsboro Campus, (date), (time), (room location).

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.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at 11:55 PM. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

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's 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

Grade of D or below results in student repeating the class

DISCLAIMER STATEMENTS

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located inside the student's online course shell. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

Discussion Board Grading Rubrics:

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment <u>if</u> the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.

CIST1122 Hardware Installation and Maintenance

Spring Semester 2021 Lesson Plan

Tentative – Subject to Change

Key: Min = minutes, ques = questions. OL = Online assignment, Jan = January, Feb= February, Mar= March, Apr=April

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 Jan 11 - 18</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>Holiday – Jan 18</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 in 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 Jan 18</p>	<p>1 a, c</p>

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 2 Jan 19 - 25	2.0	PC Technician Holiday – Jan 20	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 Jan 25	2,6 a, b, c
Week 3 Jan 26 – Feb 1	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 Feb 1	1 a, b, c
Week 4 Feb 2 – Feb 8	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 Feb 8	1 a, b, c
Week 5 Feb 9 - 15	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 Feb 15	1 a, b, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 6 Feb 16- 22	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 Feb 22</p>	1, 3 a, c
Week 7 Feb 23 – Mar 1	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 Mar 1</p>	1, 2, 3 a, b, c
Week 8 Mar 2 – 8	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 Mar 8</p>	4, 5 a, b, c
Week 9 Mar 9 - 15	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 Mar 15</p>	4, 5 a, b, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 10 Mar 16 – 22	7.0	Wireless Networking	Complete all items in Module 7.0 Wireless Networking <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) Week 10 assignments must be completed and turned in before 11:55 PM Monday Mar 22	4
Week 11 Mar 23 – 29	8.0	Printing	Complete Exam 2 in TestOut Complete all items in Module 8.0 Printing <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) Week 11 assignments must be completed and turned in before 11:55 PM Monday Mar 29	4, 5 a, b, c
Week 12 Mar 30 – Apr 4	9.0	Mobile Devices	Complete the below in Module 9.0 Mobile Devices <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) Work Ethics Exam in Blackboard Week 12 assignments must be completed and turned in before 11:55 PM Monday Apr 4	1,2,3,4 a, c
April 5-6		Spring Break	Holidays -	
Week 13 Apr 7 - 19	10.0 14.0	System Implementation Capstone Exercises	Complete Module 10.1 Component Selection <ul style="list-style-type: none"> • 10.1 Component Selection (22 min) Complete the below from Module 14.0 Capstone Exercises <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 Week 13 assignments must be completed and turned in before 11:55 PM Monday Apr 19	1 - 6 a, b, c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 14 Apr 20 - 26	B4. CompTIA 220- 1001	Practice	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 Week 14 assignments must be completed and turned in before 11:55 PM Monday Apr 26	1-6 a, b, c
Week 15 Apr 27 – May 3		Final Exam LAST WEEK OF CLASS SEMESTER ENDS	Proctored Final Exam MUST BE TAKEN BEFORE MIDNIGHT APRIL 29.	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.