CCAC @ WA

IT Fundamentals: CIT-115 & CIT-150
Syllabus | FALL 2021 & SPRING 2022

instructor:	**Eric C. Darsow** CCAC North CIT Department Faculty Instructor **Dan Marshall** West Allegheny HS Instructor
office Hours:	**Periods 5,6, & 8** by appointment (get a pass)
semester:	**Fall 2021** **Spring 2022**
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CIT Dept chair	**Professor Rebecca Elinich** relinich@ccac.edu
CIT Dean	**Conroy, Sara J.** sconroy@ccac.edu
course Credits	**CIT-115: 3.0 credits** **CIT-150: 3.0 credits**
prerequisites	**CIT-115 : basic computer skills** **CIT-150: CIT-115**

I: Course Descriptions

CIT-115: 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.

CIT-150: This course provides students with the knowledge and skills to install, maintain, customize and operate a personal computer system. Topics include: system architecture, boot process, command line interface, motherboards, memory, installing and optimizing storage devices, input/output devices, managing and supporting a Windows operating system environment, networked computers, printers, mobile devices and troubleshooting fundamentals. Course objectives are consistent with many of those required for CompTIA A+ certification.

II: Learning Outcomes

CIT-115: The following content is extracted directly from the CCAC master course syllabus for CIT-115:

Upon successful completion of the course, the student will:

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.

8. Describe the importance and impact of various environmental and safety concepts.

9. Identify alternative technologies and their purpose.

CIT-150: Upon successful completion of the course, the student will:

1. Configure and troubleshoot PC hardware and operating system components.

2. Evaluate device characteristics required for different situations and users.

3. Implement disaster prevention and recovery methods.

4. Configure and troubleshoot basic networking devices.

5. Manage mobile devices and mobile device security.

6. Implement tools to detect, remove and prevent malware.

7. Utilize the appropriate Windows commands, utilities and tools to evaluate and resolve common operating system issues.

III: The nitty gritty

textbook & materials	**Course website:** Master course website with session-specific content, submission portals, and assignment details: Canvas & https://technologyrediscovery.net
letter Grades	A point-based system will be used to assign letter grades according to the district staff handbook. Each 9-weeks grade will be based on two major inputs: 1) 60%: Quality and effort on weekly work bundles which consist of a) Skills practice artifacts and b) Culminating questions and/or tasks c) Daily class engagement & peer help 2) 40%: Quality and effort on quarter projects which require synthesis of the core concepts of the quarter These two values will be mathematically combined to assign a letter grade based on the official West Allegheny SD scale: 90-100% = A ; 80-89.99% = B 70-79.99% = C ; 60-69.99% = D <= 59.99% = F In the spirit of this college-level course ***NO EXTRA CREDIT*** opportunities exist; instead, a lenient makeup work policy is provided to encourage a sole focus on course content.
due dates	Our weekly work cycle **begins on Monday** and proceeds **through Friday.** Completed weekly cycle documents and

	artifacts should be placed in your student folder for review Monday and Tuesday evenings by your instructor. You'll get feedback before submitting your next cycle's work. For at least the first two 9-weeks, Eric Darsow will be present in class Monday, Tuesday, and Wednesday for **primary instruction**. Thursdays and Fridays provide a chance for **independent practice** of core skills and thoughtful completion of: a) Weekly work culminating questions b) Skills practice with online Canned Test Out materials available via a browser.
atten-dance & tardiness	*Attend class per West Allegheny High School's official attendance policy.* Instructors will not provide remediation for content that students missed due to unexcused absences unless extenuating circumstances dictate a more lenient approach.
tests:	**The only high-stakes test will be the Test Out certification test taking place in the 4th 9-weeks period.** Low-stakes, mini assessments and projects will constitute the bulk of your submitted work
technology	All necessary computers are supplied by West Allegheny HS in our lab classroom
Academic Honesty	**Provide written credit to all relevant authors** of all code, writing, and project work for this course, including yourself and folks who help you (but who may not be published authors). Include direct URLs of websites consulted. **Honor the copyrights** associated with all content used in this course. **Consequences:** Students suspected of academic dishonesty will be asked to produce documentation to support any attributions (or, non-attributions). The West Allegheny School District's academic honesty policy applies in this course.

IV: Official CCAC notices

my. ccac. edu	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: https://my.ccac.edu
student handbook	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 along with the full text of the College's *Policy Manual, Administrative Regulations Manual*, and the Civil Rights Complaint Procedure: https://www.ccac.edu/academic-rules-and-regulations/rules-and-regulations.php https://www.ccac.edu/president/policies-and-regulations.php
diversity	Title IX of the Education Amendments 1972 (20 U.S.C. 1681 et seq.) and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. It is the landmark legislation that bans gender based discrimination in schools and colleges. *"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."* https://www.ccac.edu/diversity/title-IX.php https://www.ccac.edu/diversity/notices.php
disability	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 https://www.ccac.edu/supportive-services/suppotive.php

V: Content licensing and sharing

licensing	All non-computer code content on technologyrediscovery.net (course content, images, media) is licensed under the Creative Commons Share-Alike license (CC BY-SA 4.0); no attribution required. https://creativecommons.org/licenses/by-sa/4.0/ Computer code is licensed by file; most course code is copylefted under the GNU Public License
contribute!	You are invited to anonymously contribute your work products in this course to the freely reusable *creative commons* educational material ecosystem made possible by copy left licenses. Any work contributed to this course will fall under this site-wide license scheme.