COURSE CODE:

HYT 303

Syllabus Quick Reference

Instructor Contact
Instructor Name:

Telephone:

E-Mail:

Course Information
Start Date:
Completion Date:
Meeting Schedule:
8:30am – 5:00pm
Meeting Location:

Prerequisites:
Basic Computer Knowledge
Course Contact Hours:
8hours
Course Length: 1 day/8hours
Lecture: 60%
Laboratory: 10%
E-Module: 30%

HYT 303- IT FUNDAMENTALS
SPRING 2015 Syllabus

PART 1: COURSE INFORMATION

Course Description
This course is designed for individuals who are considering a career in information technology (IT) and who might be planning to pursue CompTIA IT Fundamentals certification, CompTIA A+ ™ certification, or other similar certifications.

Required Textbook
CompTIA IT Fundamentals (Exam FCO – U51)

Other Required Course Materials
N/A

Required Technology Accounts
To be successful in this course, students must have access to the following technology accounts:
- o Owl Mail Email Account
- o Blackboard Account

Details on how to setup and access the technology accounts for this course can be found in the Student Handbook for this course.

Instructor Contact
The best way to reach your instructor is EMAIL or PHONE. Your instructor will respond to email and phone messages within 24 hours except on weekends.

Course Structure
This course is designed to provide a hybrid experience, including a blend of face-to-face and online activities.

Face-to-face sessions will be held on the Largo campus location TBD. The course will meet on Friday, January 16, 2015. Face-to-face activities will consist of lecture, and group activities.

Online sessions will be a blend of self-paced and group activities using Blackboard and [name other online tools]. Online activities will consist of Video and PowerPoint presentations. *{Sample: Online sessions will be a*

blend of self-paced and group activities using Blackboard and MyLab online tools. Activities will consist of chat, blogs, discussion forums, email, journaling, blogging, wikis, and web posting.}

Technology Requirements
Computer/internet access and mastery of basic computer skills are considered to be the student's responsibility. To be successful in this course, students must have access to:

- o   a Pentium-class or Mac computer with at least 256 MB RAM
- o   Broadband (DSL, Cable, FIOS) is highly recommended
- o   An Internet Service Provider (ISP)
- o   Your PGCC Owl Mail student email address
- o   Firefox version 22 (or higher), Chrome version 30 (or higher), or Internet Explorer 8 (or higher)
- o   Microsoft Word (word processing software)
- o   Video player and speakers for multimedia content

Technical Support
For technical support in this course, contact the Help Desk, 301-546-0637, Bladen Hall, Room 106.

Assignment Submission
Assignments for this course will be submitted [DESCRIBE SUBMISSION: ONLINE/IN-CLASS/COMBINATION OF BOTH. IF BASED ON ASSIGNMENT, DESCRIBE HOW STUDENT WILL KNOW WHERE TO SUBMIT]. Assignments must be submitted by the stated deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances.

Disability Support Services
Students requesting academic accommodations are required to contact the College's Disability Support Services Office (B-124) or call (301) 546-0838 (voice) or (301) 546-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of the completed Student/Faculty Accommodation Form.

PART 2: COURSE OBJECTIVES

Upon successful completion of this course, you will be able to safely set up a basic workstation, including installing basic hardware and software and establishing basic network connectivity; identify and correct compatibility issues; identify and prevent basic security risks; and practice basic support techniques on computing devices.

By the end of this course, students who successfully complete classroom and online activities will be able to:

- Identify hardware commonly found in or attached to computing devices.
- Identify software commonly installed on computing devices.
- Set up a basic workstation.
- Configure network access.
- Work with files, folders, and applications.
- Configure and use wireless devices.
- Secure computing devices.
- Support computers and users

Part 3: Grading Policy

Teaching Strategies	Homework/Out of Class Time Summary
o Lecture/Discussion/Demonstration/Q & A's o Lab Activities o Point References	Reading: **20** Hours per week Test Preparation: 30 Hours per week

Graded Course Activities				
Graded Point Value				
Class Participation 60%		Grade	Percentage	Quality Points
Assignment 30 %		A	95 to 100	4.0
Attendance 10%		A-	90 to 94	3.7
100%		B+	87 to 89	3.3
		B	83 to 86	3.0
Note: Attendance will be 10% of the grade for all		B-	80 to 82	2.7
courses.		C+	78 to 79	2.5
		C	73 to 77	2.3
		C-	70 to 72	2.0
		Fail	69 or below	0.0

Part 4: Course Policies

Classroom Policy

Our goal is to build a respectful learning and work environment that allows for positive communication and teamwork. To promote this all students must abide by academic policies related to attendance, behavior and professional conduct as published in the current institutional catalog.

Online Netiquette Rules

Rules for interacting with others online:
* Unless directed otherwise by your instructor, you should write email and discussion board postings in standard written English (the kind of language you would expect to find in a workplace). Messages should be short and to the point.
* Make sure that you use a meaningful subject line for email and discussion messages so that your readers will have a clear idea of who sent the message and what the message contains.
    o Good example - "Subject: XXX 000, J Smith, My feedback on the Taylor article."
    o Poor example - "Subject: Interesting Stuff."
* Use all capital letters sparingly. Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally seen as SHOUTING and is often offensive to the reader.
* Be courteous about what you say about others in an electronic format. Never say anything in an email or on a discussion board that you would not want to see printed in the newspaper.
* When reacting to someone else's message, address the ideas, not the person.
* Be careful when using sarcasm and humor. Without face-to-face communications your joke may be viewed as criticism.
* Be respectful of other, diverse opinions. Don't assume that everyone shares the same views or background.
* Don't share copyrighted materials. Most things on the Internet are NOT "fair use." Instead of copying a relevant article or web page, provide a link to the material along with a short description of its significance.
(Netiquette rules based on materials developed by World Campus, Penn State)

Technology Accessibility Statements

Blackboard is fully committed to ensuring that the platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability, or situation. Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government. For full Blackboard accessibility information, visit https://help.blackboard.com/en-us/Learn/9.1_2014_04/Administrator/030_Accessibility.

Technology Privacy Statements

This course requires students to create accounts on external websites. Below are links to the privacy policy for each external website used in this course that requires a username and password. Please read and use the privacy information to safeguard your accounts.

Blackboard is committed to protecting the privacy of its users. Because Blackboard gathers certain types of information about the users of the Services, we believe you should fully understand the terms and conditions surrounding the use of the information we collect. The following discloses our information gathering and dissemination practices for the Services: http://www.blackboard.com/Footer/Privacy-Policy.aspx

TestOut will not sell, share, or otherwise distribute your personal data to third parties except as provided in this Privacy Policy. There are two instances in which data collected from you may be transferred to a third party. The first is in the event that the business of this site and the customer data connected with it is sold, assigned or transferred, in which case we would require the buyer, assignee or transferee to treat personal data in accordance with this Privacy Policy. The second instance in which personal data may be disclosed to a third party is if we are required to do so because of an applicable law, court order or governmental regulation, or if such disclosure is otherwise necessary in support of any legal or criminal investigation.

Broadblast's mission in implementing this privacy policy is to first, protect your information, and second, use it only to provide you with the highest quality, most personalized information services available – exclusively on your behalf. The privacy and security of your information is of paramount importance to us. That is why we never sell, lease, share, rent, or barter ANY of your personal information to anyone outside of BroadBlast, Inc., EVER. We value the trust you place in BroadBlast. That's why we're committed to providing a website with a secure environment and unparalleled customer service.