**ITSC1325: Personal Computer Hardware**

**Course Syllabus:** Fall 2020



***“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”***

**Instructor: Sebastian Barron**

**Office:** IA 103

**Phone:** (903)259-1002

**Email:** sbarron@ntcc.edu

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office**  **Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| 8-5 PM | 8-5 PM | 8-5 PM | 8-5 PM | NA | NA |

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 3 credit hours.

Lecture/Lab/Clinical: Two hours lecture and two hours lab each week.

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

**Prerequisite(s):** None.

**Student Learning Outcomes:** The objective of this course is to gain a firm understanding of:

installing, maintaining, and troubleshooting Windows based PC’s

Installation and configuration of windows operating systems

Identify motherboard components and their purposes

Installation and maintenance of peripheral devices

Identify and troubleshoot various types of network

Customer Service Skills and Techniques

Understanding of System Components and their purposes

System implementation

**Evaluation/Grading Policy:** Exams and quizzes will consist of multiple-choice, true-false, multiple-answer, fillin-the-blanks, and short-answer questions. Labs will be graded by attendance, performance in participation and completion of lab exercises, and use of good safety practices and normal precautions in handling the equipment. Any late assignments will receive a grade of “0” unless prior arrangements have been made. There will be no makeup for missed quizzes unless prior arrangements are made. A 20 question quiz will be given each week covering material discussed the week prior. Read the next week’s assigned chapters PRIOR to the next weeks class.

|  |  |
| --- | --- |
| Labs | 15 Percent |
| Quizzes | 25 Percent |
| Midterm | 30 Percent |
| Final | 30 percent |

# Required Instructional Materials: TestOut for portal access which will be purchased at the NTCC bookstore. This course cannot be completed without this.

# Optional Instructional Materials: None.

# Minimum Technology Requirements: Internet and basic computer skills.

**Required Computer Literacy Skills**: Internet, Email, Basic Word documents, and Blackboard.

# Course Structure and Overview: Students will have a lab assignment as well as a quiz each week.

# Communications: Your NTCC email account is the official means of communication. All emails will be returned within 24 hours. It is highly recommended that text messages be sent to my cell phone at (903)259-1002 for immediate assistance DURING NORMAL BUSINESS HOURS.

# Institutional/Course Policy: Students are expected to complete each weekly assignment by 11:59 PM prior to the upcoming week. NO LATE WORK IS TO BE ACCEPTED without prior consent.

**Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be

necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid).  Should this be the case, every effort will be made to continue instruction in an alternative delivery format.  Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

# NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

# ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website[.](http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1)

# Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

|  |  |
| --- | --- |
| **Week 1** | **Overview of Computers** |
| **Week 2** | **PC Technician Responsibilities** |
| **Week 3** | **System Components** |
| **Week 4** | **Peripheral Devices** |
| **Week 5** | **Storage** |
| **Week 6** | **Networking** |
| **Week7** | **Wireless Networking** |
| **Week 8** | **Printing** |
| **Week 9** | **Mobile Devices** |
| **Week 10** | **Implementing Systems** |
| **Week 11** | **File Management** |
| **Week 12** | **System Management** |
| **Week 13** | **Information Security** |
| **Week 14** | **Lab Exercise** |
| **Week 15** | **FInal** |