

Midland College
CPMT 1351 - Syllabus
IT Essentials PC Hardware and Software
SCH (3-1)

Course Description:

An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and provides an introduction to concepts addressed by Cisco and CompTIA A+ certifications. Topics may adapt to changes in industry practices.

Text, References, and Supplies:

CompTIA A+ Certification All-in-One Exam Guide, Eleventh Edition (Exams 220-1101 & 220-1102) 11 edition, Everett, Travis

ISBN 13: 978-1264609901

USB Flash drive for saving your work

Access to computer with and internet connection

Learning Outcomes:

- Describe the internal components of a computer
- Assemble a computer system
- Install an operating system; and troubleshoot using system tools and diagnostic software
- Demonstrate the ability to diagnose and isolate faulty components
- Demonstrate the ability to install/connect peripherals
- Demonstrating an understanding of the fundamental operating systems concepts, methodologies, and technologies
- Demonstrate the ability to install an operating system

Student Contribution/ Class Policies:

Students are encouraged to contact the instructor at any time. If you need to meet with the instructor, you will need to make an appoint to guarantee the instructor's availability at a specific time.

Students will be expected to exhibit professional behavior in class. Regarding cell phone use, keep it on silent and do not take calls unless it is an emergency. Texting,

social networking, gaming or any other type of cell phone activity is not permitted during class time. Students may not use their cell phones at all while completing exams.

Students **MUST** actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically related activity will be reported as never attended and dropped from the course.

Students are expected to participate in class regularly. It is the student's responsibility to log into Canvas. All due dates can be found on the course schedule posted in Canvas. Students are expected to behave in a manner that will not interfere with the learning process.

Should you find that you are unable to complete the course, it is necessary for you to contact the Office of Student Services at Midland College and officially drop the class; otherwise a grade of "F" will be given for the semester grade. The policy for student withdrawals is stated in the college Catalog in the Student Rights & Responsibilities section. The last day for withdrawal is published in the Midland College catalog and the current course schedule.

Midland College does not tolerate scholastic dishonesty or academic misconduct in any form. Please read the Midland College student handbook.

COVID-19 prevention

Students attending face-to-face classes during the fall semester are always required to wear face masks and maintain physical distancing while in classrooms and buildings.

Students are encouraged to self-screen for COVID-19 symptoms each day before coming on campus. Students experiencing COVID-19 symptoms should stay home. Students are required to clean their own workspaces before and after each class using products provided by the college.

Grading/ Evaluation of Students:

It is important that the student complete all homework assignments. Late assignments will not be accepted. There will be no exceptions to this policy. Grading/ Evaluation of Students: Upon completion, your performance objective scores will be translated to percentages and the percentages to grades. Assignments will be evaluated, and a score assigned. The score will be expressed as a percentage of possible points earned. Percentages are converted to grades and will be assigned as follows:

<70% = F, 70% - 79% = C, 80% - 89% = B and 90% - 100% = A

Labs and Assignments	50%
Exams & Quizzes	30%
Final Exam	20%
Total	100%

Assignments/Exams:

All assignments/exams have a due date. No late submissions will be accepted.

Feedback will be given through Canvas within a week of the due date of the assignment.

Course Schedule:

For a tentative schedule of the class material and specific due dates of assignments to be covered, please refer to the schedule provided under Schedule and Syllabus Module in Canvas.

Canvas:

It is important for you to log into Canvas every day. Canvas is our main communication method.

Para más información sobre estas políticas no discriminatorias, visite

Non-Discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Wendy Kane

Title IX Coordinator/Compliance Officer

3600 N. Garfield, SSC 131

Midland, Texas 79705

(432) 685-4695 / title9@midland.edu

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

Americans with Disabilities Act (ADA) Statement:

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit www.midland.edu/accommodation and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations.

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> o llame al 1 (800) 421-3481.

Applied Technology Division Information:

Division Dean: Curt Pervier 143 TC (432) 685-4677

Program Chair: Heather Sanders 142 TC (432) 686-4821

Division Secretary: Lisa Tanner 143 TC (432) 685-4676

Communication is important! If you have a problem that is interfering with your successful completion of this course, please contact the instructor. Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor's availability at a specific time.

Allow 48 business hours for the instructor to return all calls and emails.