

# COLUMBUS STATE

COMMUNITY COLLEGE

Columbus State Community College  
Information Systems Technology Department

**COURSE NUMBER:** ITST-1101

**COURSE TITLE:** IT Fundamentals +

**INSTRUCTOR:** Ty James

**CONTACT:**

**CREDITS:** 2

**CLASS HOURS PER WEEK:** 4

**CLASS LENGTH:** 8 Weeks

**PREREQUISITES:** Placement into ENGL-1100, Placement into MATH-1050 or higher

## DESCRIPTION OF COURSE

This is an introductory IT Course that covers all areas of IT foundations, creating a broader understanding of IT. Topics covered: IT Concepts and Terminology, Infrastructure and Networks, Applications and Software, Database Fundamentals and Security. This course aligns with the CompTIA ITF+ Certification.

## COURSE STUDENT LEARNING OUTCOMES

- Identify and describe the purpose of common internal computer components
- Compare and contrast storage types (volatile and non-volatile)
- Identify and describe common front-panel and back panel ports, cables, and buttons
- Identify and describe the purpose of common peripheral computer components
- Identify and describe common ports, jacks and cabling used to connect peripheral components
- Explain the purpose of Operating Systems
- Compare and contrast common computing devices and their purposes (Desktop, Workstation, Mobile Devices and IOT)
- Describe the different types of notational systems (Binary, Decimal and Hexadecimal)
- Define common GUI terminology
- Manage an Operating System
- Define and use common CLI commands in a Windows command prompt environment
- Create and run batch programs
- Describe and classify different types of software
- Manage the application or software lifecycle on a device (installation, management, and removal)
- Identify and describe the purpose of common networking components
- Define common network terminology
- Define common cloud terminology
- Define common virtualization terminology
- Use a computer in a virtualized computer environment
- Describe the value of data
- Define common Cybersecurity terminology

- Describe methods to secure personal devices
- Summarize password best practices
- Describe Digital Privacy
- Explain common uses of encryption (symmetric, asymmetric, hashing)
- Describe behavioral security and social engineering concepts
- Classify different types of malware

## INSTITUTIONAL LEARNING GOALS

Columbus State Community College's Institutional Learning Goals are an integral part of the curriculum and central to the mission of the college. The faculty at Columbus State has determined that these outcomes include the following competencies:

- Time Management
- Accountability and Ethics
- Critical Thinking
- Effective Communication

## COURSE MATERIAL AND TECHNICAL REQUIREMENTS

### Internet Access

Adequate Internet access/bandwidth and regular access to a PC or laptop in accordance with CSCC's Blackboard access requirements:

<https://www.csccl.edu/academics/online-learning/technical-requirements.shtml>

### Blackboard

Information for the course is available through our Blackboard web site. This site will contain class announcements, the course syllabus, handouts, quizzes, quiz due dates, assignments, discussion boards/assignments, and supplemental materials. This information will be updated as new information becomes available and the announcement section will alert you to any changes or additions to the schedule. Students are responsible for checking this site and your email regularly to stay informed about the class.

### Email

All students are given a CSCC student e-mail account. Time sensitive communication and information about the class will be sent out by the Instructor via email to the student's CSCC account, as necessary. Use your CSCC student account when communicating with the Instructor and include the course name in the subject line. E-Mail is the preferred and best mode of communication with your Instructor. E-Mails received from non-CSCC accounts, without a subject line, without proper grammar and punctuation and without reference to the specific class will not receive a response.

### Microsoft Office 365

Microsoft Office 365 is required for this class. Microsoft 365 is a free download for students, directions for installation can be found at

<https://td.csc.c.edu/TDClient/68/Portal/KB/ArticleDet?ID=16&SIDs=67>

## Mobile Devices

Smart phones and tablets will not work well and are not recommended for use with this class.

## TEXTBOOK(S), MANUALS, REFERENCES, AND OTHER READINGS

CompTIA® IT Fundamentals+ (ITF+) Study Guide Exam FC0-U61 Second Edition

Quentin Docter

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ISBN: 978-1-119-51312-4

## GENERAL INSTRUCTIONAL METHODS

Labs

Discussion Boards

Lecture

Quizzes

Instructor Demonstrations

## ASSESSMENT

Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes:

- (1) to improve student academic achievements.
- (2) to improve teaching strategies.
- (3) to document successes and identify opportunities for program improvement.
- (4) to provide evidence for institutional effectiveness.

In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

## STANDARDS AND METHODS FOR EVALUATION

### Quizzes

Students will complete quizzes for each module that are reviewed. All quizzes will be completed through Blackboard at your convenience during the week they are assigned. Students have one attempt for each quiz and all quizzes are open book. Each quiz has a time limit, and once the quiz has been started, you must finish it. After the quiz, you will be able to see your score and feedback.

### Discussion Board

See Blackboard for the expectations for each Discussion Board assignment. Students should view each Discussion Board post as a short essay. All posts should incorporate accurate spelling, correct

use of grammar and use business professional tone. Students should consider writing the post in Word or similar word processing software to take advantage of the spelling and grammar checking tools incorporated into the software.

## Labs and Assignments

Students will complete one to three hands-on labs for every module. Labs will not be accepted via e-mail. Labs must be submitted in the correct Blackboard assignment item.

## FINAL

Students will complete the final exam by the due date.

## GRADING SCALE

Subject to change – refer to the Blackboard Gradebook for most current data

Category	Points
Assessments	145
Discussion Board	85
Labs/Assignments	330
Final	140
<b>Total</b>	<b>700</b>

Letter Grade	Percentage	Points
A	90%	<b>630-700</b>
B	80%	<b>560-629</b>
C	70%	<b>490-559</b>
D	60%	<b>420-489</b>
E	Less than 60%	<b>0-419</b>

## ATTENDANCE POLICY

Frequent attendance is necessary for a successful student. Students are expected to attend and prepare for each class by reading and studying the course assignments in advance of scheduled classes. Students who are absent are responsible for finding out what was handed out, covered, and assigned in class to be prepared when they return to class.

## ASSIGNMENT SUBMISSION

All work must be submitted via the Blackboard Assignment feature by 11:59 PM on the due date, or no credit will be given. Assignments will not be accepted via email.

## LATE LAB AND HOMEWORK POLICY

Late homework assignments and/or labs will not be accepted. Due dates for lab assignments are listed in the Blackboard Calendar, Syllabus, and the Weekly Course Outline. Any changes to due dates will be communicated through the Blackboard announcement feature.

## TECHNOLOGY DISRUPTION POLICY

Technology is not perfect: hardware fails, servers go down, internet access is lost, software crashes. Inevitably everyone experiences some sort of technology failure. These are not considered emergencies. Technology issues are not a normal excuse for late work. Here are ways you can protect yourself from technology failures:

- Plan ahead - avoid waiting to the last minute
- Frequently save your work and regularly back up your files
- Practice "safe" computing (keep virus software up-to-date and work on a secure network)

If you do experience a technology failure and need help, you can contact the [IT Support Center](#).

## RESPECT FOR OTHERS

Please use common courtesy in communicating. This means avoiding the use of inappropriate language and not expressing hostility toward others. Violation of this policy may mean removal from the course in accordance with the Academic Conduct Policy 7-11 and the Student Code of Conduct Policy No 7-12.

## CAMPUS CLOSINGS/HOLIDAYS FOR THE 2023-2024 ACADEMIC YEAR

### Autumn 2023

September 4, 2023

October 5, 2023, No Daytime Classes

November 10, 2023

November 22-26, 2023

### Spring 2024

January 15, 2024

February 16, 2024

March 11-16, 2024

March 31, 2024

April 18, 2024, No Daytime Classes

### Summer 2024

May 27, 2024

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ITST-1101 Syllabus

June 19, 2024

July 4, 2024

\*\*\*Dates are subject to change refer to Blackboard for current information.

## ACADEMIC MISCONDUCT AND THE USE OF AI

Assessments (quizzes, exams, and assignments) are intended to measure the student's understanding of the subject matter. Quizzes and exams must be completed solely by the student enrolled in the course without the assistance of others.

Unless an assignment is explicitly designated as a team / group project it is expected that the assignment will be completed by the enrolled student and represent the work of that student alone. For lab assignments students may seek the assistance of their instructor or one of Columbus State Community College's tutors.

Some student work may be submitted to AI or plagiarism detection tools to ensure that the student work product is human created. The submission of AI generated work (unless explicitly authorized by the instructor) constitutes a violation of CSCC's academic integrity policies.

Plagiarizing the work of others (i.e., turning in another student's lab as your own, using solutions from commercial "tutoring" sites, or use of AI tools) is prohibited and considered academic misconduct.

AI tools such as Chat GPT will help shape the future of work, research, and technology — but when used in the wrong way, they can stand in conflict with academic integrity at Columbus State Community College.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

Columbus State Community College and its employees hold copyright in the exams, lectures, and other course materials. This copyright encompasses student notes and other summaries or reproductions of the College's course materials. These materials are made available to students for their personal use only and may not be distributed for commercial purposes without the College's express written consent. Uploading such material to commercial "tutoring" sites is strictly prohibited. Violation of the College's copyright is prohibited and considered academic misconduct.

Incidents of academic misconduct including cheating, plagiarism, or copyright violations will be treated seriously and in accordance with college policy. The Office of Student Conduct is responsible for investigating instances of academic misconduct. Penalties for incidents reported to the office range up to and including dismissal from the college.

## COLLEGE SYLLABUS STATEMENTS

Columbus State Community College required College Syllabus Statements on College Policies and Student Support Services can be found at [www.csc.edu/syllabus](http://www.csc.edu/syllabus) or on the College website Quick

Links "Syllabus Statements."

## UNITS OF INSTRUCTION

Weekly Schedule for Autumn 2023, Class Meeting on Monday and Wednesday

Class	Unit of Instruction	Learning Objectives	Assessments	Assessment Type	Due Date
Class 1 8/28	Introduction to the class	Review Class expectation and Syllabus	Introduction Quiz	Assessment	9/3/2023
			Intro Discussion Board	Discussion Board	9/3/2023
	Virtualization	Define common virtualization terminology	Virtualization Lab	Lab	9/3/2023
			Virtualization Discussion Board	Discussion Board	9/3/2023
		Use the virtualized computer environment at mypc.csc.ccc.edu	Virtualization Quiz	Assessment	9/3/2023
Class 2 8/30	Hardware	Identify and describe the purpose of common internal computer components	Internal Hardware Lab	Lab	9/3/2023
Class 3 9/6	Hardware	Compare and contrast storage types (volatile and non-volatile)	Connectors, Expansion Slots, and Hardware	Lab	9/10/2023
			Hardware Discussion Board	Discussion Board	9/10/2023
		Identify and describe common front-panel and back panel ports, cables, and buttons	Hardware Quiz	Assessment	9/10/2023
Class 4 9/11	Peripherals	Identify and describe the purpose of common peripheral computer components	Peripherals Lab	Lab	9/17/2023
		Identify and describe common ports, jacks and cabling used to connect peripheral components	Peripherals Quiz	Assessment	9/17/2023
			Peripherals Discussion Board	Discussion Board	9/17/2023
Class 5 9/13	Operating Systems	Explain the purpose of Operating Systems	Operating Systems Comparison Lab	Lab	9/17/2023
		Compare and contrast common computing devices and their purposes (Desktop, Workstation, Mobile Devices and IOT)			
Class 6 9/18	Operating Systems	Define common GUI terminology	Working with the Command Prompt Lab	Lab	9/24/2023
		Manage an Operating System			
		Define and use common CLI commands in a Windows command prompt environment			

Class	Unit of Instruction	Learning Objectives	Assessments	Assessment Type	Due Date
Class 7 9/20	Operating Systems	Describe the different types of notational systems (Binary, Decimal and Hexadecimal)	Create a Batch File Lab	Lab	9/24/2023
		Create and run batch programs	Operating Systems Discussion Board	Discussion Board	9/24/2023
			Operating Systems Quiz	Assessment	9/24/2023
Class 8 9/25	Networking	Identify and describe the purpose of common networking components	Network Components and Addresses Lab	Lab	10/1/2023
		Define common network terminology	Networking Discussion Board	Discussion Board	10/1/2023
			Networking Quiz	Assessment	10/1/2023
Class 9 9/27	Software Applications	Describe and classify different types of software			
Class 10 10/2	Software Applications	Manage the application or software lifecycle on a device (installation, management, and removal)	Software Application Presentation	Lab	10/8/2023
			Software Discussion Board	Discussion Board	10/8/2023
			Software Application Quiz	Assessment	10/8/2023
Class 11 10/4	Cloud Technologies	Define common cloud terminology	Cloud Technologies Lab	Lab	10/8/2023
		Compare and Contrast Cloud Service Models	Cloud Discussion Board	Discussion Board	10/8/2023
			Cloud Quiz	Assessment	10/8/2023
Class 12 10/9	Cybersecurity	Summarize password best practices	Cybersecurity Interview	Lab	10/15/2023
		Describe the value of data			
Class 13 10/11	Cybersecurity	Define common Cybersecurity terminology	Malware Attacks Lab	Lab	10/15/2023
		Classify different types of malware	Cybersecurity Discussion Board	Discussion Board	10/15/2023
		Describe Digital Privacy			
Class 14 10/16	Cybersecurity	Describe methods to secure personal devices	CyberSecurity Poster	Lab	10/18/2023
		Explain common uses of encryption (symmetric, asymmetric, hashing)			
		Describe behavioral security and social engineering concepts	CyberSecurity Quiz	Assessment	10/18/2023

<b>Class</b>	<b>Unit of Instruction</b>	<b>Learning Objectives</b>	<b>Assessments</b>	<b>Assessment Type</b>	<b>Due Date</b>
Class 15	Final		Final Exam	Final	10/18/2023