

McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PERSONAL COMPUTER HARDWARE

ITSC-1325-87

Jeremy McCormick

NOTE: This is a 16-week course.

NOTE: This is an Online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Personal Computer Hardware

ITSC 1325 H1

Course Description:

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

Prerequisites and/or Corequisites:

Desire to Learn

Course Notes and Instructor Recommendations:

Instructor Information:

Instructor Name: Jeremy McCormick

MCC E-mail jmccormick@mclennan.edu

Office Phone Number: 254 299 8289

Office Location: BT 109

Office/Teacher Conference Hours: See Brightspace for Faculty Schedule

Required Text & Materials:

978-1-64274-306-7 - CompTIA CertMaster Learn for A+ Core 1 (220-1001) - ILT Student Access Key - Be sure to read instructions in first day announcements to redeem key.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

The course uses reading, practice tests, performance based questions, lab exercises, discussions, and an exam, to instruct and analyze student mastery over the information and skills.

The CIS department has online and hybrid courses that are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

Course Objectives and/or Competencies:

Assemble/setup and upgrade personal computer systems; diagnose and isolate faulty components; optimize system performance; and install/connect peripherals.

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Course Outline or Schedule:

Week	Reading	Hands On	Assignment
Week 1	Orientation Lesson 1	Lab Activity	Orientation Quiz Practice Test, PBQ, Post
Week 2			Post
Week 3	Lesson 2	Lab Activity	Practice Test, PBQ, Post
Week 4	Lesson 3	Lab Activity	Practice Test, PBQ, Post
Week 5			Post
Week 6	Lesson 4	Lab Activity	Practice Test, PBQ, Post
Week 7	Lesson 5		Practice Test, PBQ, Post
Week 8	Review		Post
Week 9	Lesson 6		Practice Test, PBQ, Post
Week 10			Post
Week 11	Lesson 7		Practice Test, PBQ, Post
Week 12	Lesson 8	Lab Activity	Practice Test, PBQ, Post
Week 13	Lesson 9	Lab Activity	Practice Test, PBQ, Post
Week 14	Lesson 10		Practice Test, PBQ, Post
Week 15	Review		
Week 16			See Final Exam Announcement

Course Grading Information:

Practice Tests	25%
Performance Based Questions (PBQs)	25%
Discussion Posts and Responses	20%
Lab Activities	15%
Final Exam	15%

Late Work, Attendance, and Make Up Work Policies:

The instructor will accept late work after the published due date for a substantial reduction in grade. 10% reduction for 1 day late, 25% point reduction for up to 1 week late, and 50% reduction for more than 1 week. Students will be permitted to make up class work and assignments, without point reduction for up to 2 weeks after student return or as agreed upon by instructor, missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, or (3) an illness or a death in the immediate family. It is the instructor's prerogative whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and

to do so in a timely fashion. Moreover, it is the student's responsibility to keep up with missed material. Finally, due dates will not be modified by absences. Due dates will be clearly shown on each section in Brightspace.

Student Behavioral Expectations or Conduct Policy:

To be successful in this class it is crucial that you as the student carry through with your responsibilities of learning and applying the material. Key to this is:

- A. Read, understand and abide by the Syllabus;
- B. Check MCC student email daily;
- C. Keep up with the readings, complete the assignments, and take the chapter quizzes on time;
- D. Study appropriately;
- E. Devote the right amount of time to this class to be successful;
- F. Be conscientious, responsible and accountable;
- G. Contact instructor with any issues; and
- H. Be professional, courteous and respectful to the instructor and to each other.

* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.