



North Central State College
MASTER SYLLABUS
2019-2020

A. Academic Division: Business, Industry, and Technology

B. Discipline: Information Technology - Networking

C. Course Number and Title: ITEC1610 – IT Essentials

D. Course Coordinator: Jesse Payne
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: Click here to enter text.
- Office Location: Click here to enter text.
- Office Hours: Click here to enter text.
- Phone Number: Click here to enter text.
- E-Mail Address: Click here to enter text.

E. Credit Hours: 3
Lecture: 2 hours
Laboratory: 2 hours

F. Prerequisites: None

G. Syllabus Effective Date: Fall 2019

H. Textbook(s) Title: Provided

I. Workbook(s) and/or Lab Manual: An external USB3.0 hard drive, 500 gigabytes or larger is required.

J. Course Description: This course covers the fundamentals of computer hardware and software as well as more advanced concepts such as security, networking, and the responsibilities of an information and communications technology (ICT) professional. The curriculum helps students prepare for entry-level ICT career opportunities and the CompTIA A+ certification. **CTAG: CTIT014**

K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Describe how to protect people, equipment, and the environment from accidents, damage, and contamination.	Week 1 tests, labs, midterm/final exam weeks 8 and 16
2. Define information technology (IT) and describe the components of a personal computer.	Weeks 3-5 tests, labs, midterm/final exam weeks 8 and 16
3. Upgrade or replace computer components based on customer needs.	Weeks 3-5 tests, labs, midterm/final exam weeks 8 and 16
4. Configure computers to connect to a network.	Week 6 tests, labs, midterm/final exam weeks 8 and 16
5. Demonstrate how to install and use a computer operating system.	Weeks 9-11 tests, labs, final exam week 16
6. Implement basic hardware and software security principles.	Week 12 tests, labs, final exam week 16
7. Perform preventive maintenance and advanced troubleshooting.	Week 13 tests, labs, final exam 16
8. Assess customer needs, analyze possible configurations, and provide recommendations for hardware, operating systems, networking, and security.	Weeks 14-15 tests, labs, final exam 16

M. Topical Timeline (Subject to Change):

- Week 1: LabSim Section 1 – Computing Overview
- Week 2: LabSim Section 2 – PC Technician
- Week 3: LabSim Section 3 – System Components
- Week 4: LabSim Section 4 – Peripheral Devices
- Week 5: LabSim Section 5 – Storage
- Week 6: LabSim Section 6 – Networking
- Week 7: LabSim Section 7 – Printing
- Week 8: LabSim Section 8 – Mobile Devices
- Week 9: LabSim Section 9 – Windows System Management
- Week 10: LabSim Section 10 – System Implementation
- Week 11: LabSim Section 11 – File Management
- Week 12: LabSim Section 12 – Security
- Week 13: LabSim Section 13 – Troubleshooting
- Weeks 14-15: LabSim Section 14 – Capstone Exercises
- Week 16: LabSim Practice Exams – PC Pro, 220-901, 220-902

N. Course Assignments:

1. Labs
2. Tests
3. Midterm Exam
4. Term Project (optional)
5. Final Exam

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

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T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.