

EDC101 Cisco Essentials Course Syllabus

Instructor: Frank Mann

fmann@charter.net

(H) 508-885-4018

Course Description:

The EDC101 IT Essentials course is designed to teach the student the advanced material covered on the CompTIA A+ Certification Exams. Through further self study, obtained partially by completing practice test exams and through hands-on experience during shop, the student should then be able to take and pass the A+ certification exams. The updated CompTIA A+ credential requires two tests: CompTIA A+ Essentials Exam plus CompTIA A+ 220-602 Exam. A+ Exams will cover hardware and software with added elements of security and soft skills, as well as safety and environmental issues.

Textbook:

Required: IT Essentials: PC Hardware and Software Companion Guide, 3rd Edition, By David Anfinson, Kenneth Quamme. Published by Cisco Press. ISBN-10: 1-58713-199-4; ISBN-13: 978-1-58713-199-8; Published: Jan 15, 2008; Copyright 2008; Dimensions 8x9-1/4; Pages: 656; Edition: 3rd.

Recommended: CompTIA A+ Complete Study Guide by Quentin Docter, Emmett Dulaney and Toby Skandier, ISBN: 978-0-470-04830-6 Paperback 984 pages October 2006.

Prerequisites

Students should have experience with Microsoft Windows and Office applications.

Computing Resources

The completion of this course requires the student to have personal computing resources readily available. The students will need internet access to read the curriculum and complete assignments for homework.

Instructional Philosophy: This course requires extensive student reading, completion of written assignments and completion of hands-on laboratory projects. There will be a balance of lecture and demonstration throughout the course.

The course presentation is designed to continually reinforce the material covered each week on approximately a module per week schedule. Typically 1 or 2 labs are completed for each Module and each lab has a set of review questions used to evaluate the completion of the lab. A module assessment is completed following a brief review.

The assessment for the course will be divided between the written homework assignments and module tests.

Course Goals

IT Essentials Version 4.0 is divided into two parts. The first part of the course (Fundamentals Chapters 1-10) will cover core competencies in the latest hardware and software technologies, including a greater emphasis on information security skills, safety and environmental issues, and soft skills. This first part will align with the CompTIA A+ Essentials exam required for all A+ candidates. CET101 Computer Technology I, aligns with CompTIA A+ Essentials exam required for all A+ candidates.

Major Course

Projects and Assignments

Upon completion of the course, students will be able to perform the following tasks:

- Define information technology (IT) and describe the components of a personal computer
- Protect the student against accidents and injury, protect equipment from damage, protect data from loss, and protect the environment from contamination
- Perform a step by step assembly of a desktop computer tower
- Explain the purpose of preventive maintenance and identify the elements of the troubleshooting process
- Explain, install, and navigate an operating system; upgrade components based on customer needs and perform preventive maintenance and troubleshooting
- Describe, remove, and replace select components of a laptop; upgrade components based on customer needs and perform preventive maintenance and troubleshooting
- Describe, remove, and replace select components of a printer/scanner; perform preventive maintenance and troubleshooting
- Describe and install a network; upgrade components based on customer needs and perform preventive maintenance and troubleshooting

1. Technical Performance Projects. Module Laboratory Assignments will be completed throughout the duration of the course:

2. Applied Academics Projects. For each of the modules, the student's will be responsible for reading the module and completing the end-of-module review assignments. Weekly lectures, labs, and a test are completed to finalize the material in each module.

3. Problem Solving Projects. The student's will develop and practice their problem solving skills by completing labs. The various problems and issues that are presented serve as effective means for the students to develop broad-based, practical troubleshooting skills required to tackle any networking issue.

Course Assessment Plan

Late Work: NO LATE WORK WILL BE ACCEPTED!!!

Make-ups: There will be no make-up tests unless previously arranged with the instructor.

Attendance: In accordance with the course catalog.

Grade Performance Standard

Performance Standards: Grades for the course will be based on the following levels of performance:

A. Independent Learner

Did research, designed and planned; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher; sought and found resources independently; displayed a positive attitude; demonstrated knowledge with a grade of 90 or higher.

B. Semi-Independent Learner

Did research, designed and planned; needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work could use improvement; redid work to meet standards; displayed a generally positive attitude; demonstrated knowledge with a grade of 80 or higher.

C. Dependent Learner

Needed help to research, design and plan or had to be given a plan; relied a great deal on the teacher; had to be given procedures for performing tasks; required significant help to produce a quality product; needed help to evaluate a product; final product still did not meet standards; attitude displayed could use improvement; demonstrated knowledge with a grade of 70 or higher.

D. Highly Dependent Learner

Needed significant help to research, design and plan or had to be given a plan; relied a solely on the teacher; had to be given procedures for performing tasks; could not produce a quality product independently; needed help to evaluate a product; final product still did not meet standards; poor attitude; demonstrated knowledge with a grade of 65 or higher.

F. Failure

Did not complete assignments; if assignments were completed, they were of such low quality that they did not pass; failed to follow procedures; did not show criteria for determining quality; behavioral problem; scored less than 65 on knowledge tests; produced a poor or no portfolio.

Assessment Description

Percent of Grade

Tests

40

Labs

40

Homework

20

Tests will be scheduled on the assessment server for 7 days each week with appropriate time limits. It is the student's responsibility to take, or in some cases re-take, scheduled tests.

The instructor reserves the right to change any portion of this syllabus at any time.