

South Plains College

Common Course Syllabus: ITSC 1325

Semester: Spring 2023

Revised 01/15/2023

Department: Computer Information Systems

Discipline: Technical Education Division and Arts and Sciences Division

Course Number: ITSC 1325

Course Title: Personal Computer Hardware

Instructor Contact Information:

Name: Jesse Day

Office Locations: TC207 – Levelland Campus
B001 – Lubbock Downtown Center

Email: jday@southplainscollege.edu

Office Phone: (806) 716-2255

Office Hours: MW 10:00 AM – 11:00 AM at Levelland Campus
MW 3:45 PM – 4:15 PM at Levelland Campus
R 10:30 AM – 11:30 PM at Lubbock Downtown Center
TR 01:30 PM – 02:30 PM at Lubbock Downtown Center
FRI 10:00 AM – 12:00 PM Lubbock Downtown Center (By Appt)

Course Sections:

Section: ITSC 1325.271

Format: Hybrid

Campus: Lubbock CTE Center

Classroom: LBC106

Days: Tuesday

Lecture: Online

Lab: 08:30 AM - 12:20 PM

Course Description: Students will study current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

Prerequisite: None

Semester Hours: 3 **Lecture Hours:** 2 **Lab Hours:** 4

Textbook:

Cengage's CompTIA A+ Guide to IT Support 10th Edition by Jean Andrews

ISBN: 9780357108369

Supplies:

- Reliable, high-speed internet connection with at least 10 Mbps down and 5 Mbps up. Check your internet speed: <https://www.speedtest.net/>
- Reliable computer with Windows OS (recommended) or Mac OS (not a Chromebook), working speakers
- Google Chrome or Mozilla Firefox

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

Student Learning Outcomes Assessment:

- Required reading assignments
- Required lecture videos
- Supplemental videos and/or reading
- Assignments
- Lab Assignments
- Exams
- Final Exam

Course Evaluation: Students will be evaluated by assignments, exams, and projects.

Category	Percentage
Assignments and Lab Assignments	30%
Exams	30%
Final Exam	40%

Attendance Policy: Class attendance, even online, is extremely important to meet the objectives of this course. Students are expected to attend all classes to be successful in a course. The student can be administratively withdrawn from the course when absences become excessive as defined by the Admissions office. If a student is administratively withdrawn from the class by the professor, the grade appearing on the transcript will be an ‘X.’

Withdrawal Policy: The last day to withdraw/drop with a grade of “W” is April 27th. It is the student’s responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit:

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

COVID-19: For information and resources about COVID-19, please visit:

<https://www.southplainscollege.edu/emergency/covid19-faq.php>.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them.
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion.
2. Discovering the content of an examination before it is given.

3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment.
4. Entering an office or building to obtain unfair advantage.
5. Taking an examination for another.
6. Altering grade records.
7. Copying another's work during an examination or on a homework assignment.
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's work.
9. Taking pictures of a test, test answers, or someone else's paper.

Drop Policy: You may be dropped with an X or F for any of the following reasons:

1. Attendance
 - a. You do not follow the guidelines of the attendance policy listed above.
2. Participation, completion of homework, exams, and team project
 - a. You have missed several homework assignments.
 - b. You have missed two or more exams.
 - c. You have not participated with your assigned team.
3. Academic Integrity
 - a. Cheating, plagiarism, or sharing your work with others as listed above.

Student-Owned Computer Equipment: Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure their computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to ensure their computer system is in working order, free of malware, and sufficient to complete the assigned coursework. Computer or system malfunction or failure is not an excuse for late coursework. The instructor is not liable for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, they can contact the SPC student helpdesk.

SPC Help Desk

Telephone Number: Help Desk at (806) 716-2600

E-mail: helpdesk@southplainscollege.edu

Location: Library Lobby – Levelland

Normal Hours: Monday - Friday: 8:00 a.m. - 4:00 p.m.

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

- Monday-Thursday 8:00 p.m. – 8:00 a.m.
- Weekends starting Fridays at 6:00 p.m. through Monday mornings at 8:00 a.m.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>.

IMPORTANT INFORMATION

Communication: All communication for this class will be conducted through Blackboard using the Course Message tool. All students will be required to check their messages in Blackboard regularly for course updates and announcements. All replies will be sent using the Course Message tool in Blackboard. Please include your name, course name, and section number in communication.

Reading Assignments, Online Lectures, and Supplemental Material: This course will include reading assignments, online lectures, and supplemental material. The student is expected to work through material as assigned. It will benefit the student to revisit the previous week's reading and lectures to help retain information. Students are encouraged to use good study habits to learn and memorize the necessary information.

Coursework: Each week's coursework will be available through Blackboard. Course work is organized into weekly modules. Each module will contain links to the reading, links to the lectures, links to submit assignments, and links to submit quizzes and/or exams. The course calendar outlining due dates and availability times is available on Blackboard. **No late work is accepted for any reason!** You are expected to complete all homework assignments within the due dates indicated. Missing homework assignments may result in an administrative drop.

It is important for you to start coursework early in the week. Do not wait until the day it is due to start the coursework or report problems. If you report problems on the due date of an assignment, the instructor is not obligated to re-open any assignments for you. Start your homework early in the week and complete it with time to spare!

Exams: Exams will cover material from multiple weekly modules. These exams may include multiple-choice/answer, matching, essay, and other question types. Students should complete all coursework in the designated modules and study the material in those modules before taking the module exam. Exams will be open for several days and must be completed by the due date indicated. No late exams will be given.

Final Exam: The final exam will be comprehensive. More information about the length and structure will be given the week prior to the final exam.

Gradebook: Grades will be consistently posted, updated, and available in Blackboard.

Counseling: If at any point in the semester you find yourself having trouble with stress or feel depressed, please stop in, and see a counselor. Counseling services are available at all campuses. The number for the counseling office is 806-716-2366. Below is a link to SPC's personal counseling services.

<https://www.southplainscollege.edu/health/mentalhealthresources.php>

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.