

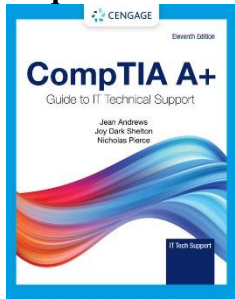


**ITSC-1325-118HY-SP2023  
 Personal Computer Hardware  
 Spring 2023  
 Wed 1:30PM-3:20PM – STEAM 138**

**Instructor Information:** Paul Chance, [pchance1@com.edu](mailto:pchance1@com.edu)

**Student hours and location:** Monday: 11:00AM-1:30PM  
 Wednesday: 1:00PM-1:30PM  
 Thursday: 11:00AM-12:30PM, 1:30PM-4:30PM  
 \* Please check Brightspace announcements for updates

**Required Textbook:**



CompTIA A+ Guide to Information Technology Technical Support  
 by Jean Andrews, Joy Dark Shelton, Nicholas Pierce  
 11th Edition | Copyright 2023

ISBN: 9780357674604

**Course Description:** Introduction to personal computer hardware, with a focus on current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

**Course requirements:** Student will need to utilize the most currently supported version of the Microsoft Office suite to include Office 2010 or later. Student will need to have access to the Internet with a minimum bandwidth speed of 1MB/768KB (standard DSL or faster).

**Determination of Course Grade/Detailed Grading Formula:**

	#	Points	Total
Discussion Topics	5	40	200
Chapter Assignments	10	30	300
Chapter Test	10	30	300
Troubleshooting Lab	1	50	50
Final Exam	1	150	150
<b>Total</b>			<b>1000</b>

## Grading Scale:

A: Final Average of 895-1000

B: Final Average of 795-894

C: Final Average of 695-794

D: Final Average of 595-694

F: Final Average of 0-594

**Late Work / Make-Up Policy:** Late work will be accepted for one week after the due date with a points deduction of -20%. Assignments are then removed from Brightspace and a grade of 0 is assigned.

**Attendance Policy:** Students are expected to attend all lectures (online or on-ground) and labs (online or on-ground). Students not able to attend a session are required to notify the instructor no later than 2 hours prior to the start of the session. Students that miss more than 35% of the total session times will be considered for student referral and possibly being dropped from the course. Students will need to log into the Brightspace system at least 1 time per week.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Assemble/setup and upgrade personal computer systems	Critical Thinking Skills	Chapter 1 Exam
Diagnose and isolate faulty components	Critical Thinking Skills	Lecture / Chapter 4 Exam
Optimize system performance	Communication Skills	Lecture / Chapter 8 Exam
Install/connect peripherals	Critical Thinking Skills	Chapter 6 Exam

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Math Department Chair, Leslie Richardson, at [lrichardson@com.edu](mailto:lrichardson@com.edu) or 409-933-8244.

## Course Outline:

Week	Chapter – Topic	Assignment	Exam
1	1–Taking a Computer Apart and Putting It Back Together	Ch 1 Assignment	Ch 1 Exam
2	2–All About Motherboards 3–Supporting Processors & Upgrading Memory	Ch 2 Assignment Ch 3 Assignment	Ch 2 Exam Ch 3 Exam
3	4–Supporting the Power System & Troubleshooting	Ch 4 Assignment	Ch 4 Exam
4	5–Supporting Hard Drives & Other Storage Devices 6–Supporting I/O Devices	Ch 5 Assignment Ch 6 Assignment	Ch 5 Exam Ch 6 Exam
5	7–Setting Up a Local Network	Ch 7 Assignment	Ch 7 Exam
6	8–Network Infrastructure and Troubleshooting	Ch 8 Assignment	Ch 8 Exam
7	9–Supporting Mobile Devices 10–Supporting Printers	Ch 9 Assignment Ch 10 Assignment	Ch 9 Exam Ch 10 Exam
8			Final Exam

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## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 3.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).