Course Title & credit hours:  CET 2178C A+ Concepts (Hardware); 3 credits

Prerequisites and/or co-requisites:  None

Catalog Course Description:  Hands-on laboratory-oriented course. An introductory course in microcomputer hardware and related applications. The course is designed to introduce the student to the operation, support, and troubleshooting of PCs. Major topics in this course are hardware concepts, troubleshooting, repair, maintenance and support of PCs. This course along with CET 2179C, will prepare the students for the A+ certification exam. (Special Fee: $61.00)

Class Time and Location:  TBA


Professor's Information:
Name:  Soheyla Nakhai
Office:  Bldg. 11 – Room 311
Phone:  407.582.1476
Email:  snakhai@valenciacollege.edu
Office Hours:  TBA

Grading Policy:
Final grades are determined by a weighted average of midterm and final examinations, quizzes, laboratory assignments, project presentation, class participation, and attendance. Your final grade in the course will be based on the following

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Experiments</td>
<td>25%</td>
</tr>
<tr>
<td>Attendance*</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes1</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Research Project</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam2</td>
<td>20%</td>
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</tbody>
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Department of Network Engineering Technology
1 No make-up quizzes will be given.
2 Final Exam will be comprehensive
* Prompt and regular class attendance is required of all students.

Exams must be passed during the semester the course is being taken. After your numerical grade has been calculated, your letter grade will be determined as follows:

- **A** 90–100% of the total percentage points possible
- **B** 80–89% of the total percentage points possible
- **C** 70–79% of the total percentage points possible
- **D** 60–69% of the total percentage points possible
- **F** less than 60% of the total percentage points possible

**DISCLAIMER:** Any Changes in the policy and/or schedule of this syllabus may be made at anytime during the semester at the discretion of the instructor.

**Student learning outcomes**

Student will be able to:
- Identify and configure personal computer components
- Understand hardware specifications for various operating systems
- Identify and troubleshoot printers and scanners
- Understand and work with networks
- Understand and configure security from hardware perspective
- Identify and respond to safety and environmental issues
- Understand need for professionalism and communication

**Student Core Competencies**

**Think**—Critical thinking is a vital skill for IT professionals. You need to think clearly, critically, and creatively in workplace settings. You need to be able to:
- Analyze data, integrate, and evaluate information quickly and correctly to be able to meet the needs of your clients and the profession
- Draw well-supported conclusions
- Revise conclusions consistent with new observations, interpretations, or reasons

**Value**—Making reasoned value judgments and responsible commitments are a part of being a network engineer professional. You need to:
- Recognize values as expressed in attitudes, choices, and commitments
- Distinguish among personal, ethical, aesthetic, cultural, and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate your own and others’ values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

**Communicate**—The ability to accurately receive and relay information is another important skill for IT professionals. You need to:
• Identify own strengths and need for improvement as a communicator
• Employ methods of communication appropriate to audience and purpose
• Evaluate the effectiveness of own and others’ communication

**Act**—IT professionals must use all their technical skills and knowledge in order to act purposefully, reflectively, and responsibly:
• Apply disciplinary knowledge, skills, and values to the workplace and beyond
• Implement effective problem-solving, decision-making, and goal setting strategies
• Act effectively and appropriately in personal and professional settings
• Assess the effectiveness of personal behavior choices
• Respond appropriately to changing circumstances

**Important Dates**
[http://valenciacollege.edu/calendar/](http://valenciacollege.edu/calendar/)
Rules and Comments

- Absolutely no food or drinks are allowed in the classrooms or laboratories.
- All Assignments (Homework, Pre-labs, and Lab reports) must be submitted through Blackboard before midnight on the due date.
- Student must be ready to perform the required laboratory exercises upon the arrival to the lab.
- Lab Approval – All labs must be done during class (or during open lab hours with instructor’s approval).
- "Lab No Show Policy" 20 percent will automatically be deducted from the lab report relating to the experiment that was not performed during the established lab portion of the class. More than 3 "Lab No Shows" equals an automatic withdrawal from the course.
- All exams are closed book and closed notes unless stated otherwise.
- More than three absences could result in grade F or Withdrawal from the class.
- Final exam is comprehensive. Failing to take the final exam could result in grade F.
- It is the student’s responsibility to withdraw from the course.
- Cellular phones must be turned off or put on silent mode during the class periods.
- No make-up labs, Homework, or exams are permitted unless prior arrangement with the instructor has been made.
- If the student is absent or has missed any part of the class, then it is the student’s responsibility to obtain the missed information from the instructor or other students.
- You must satisfactorily complete all the course requirements in order to receive a passing grade including:
  - In-class requirements (Exams, Quizzes, and Projects).
  - Laboratory requirements.
- Disruptive Behavior: Any student engaging in disruptive behavior will be advised on the first offense and will be dropped from the course on the second offense.
- No surfing the net, checking e-mail, or chat room is permitted during the class/lab periods. The instructor has the right to dismiss the student from the class or course.
- Cheating is prohibited. Any student caught cheating, the instructor has the right to withdraw the student from the class and recommend expulsion from the program.
- Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.
**Expected Student Conduct**
Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Students with disabilities** who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

**Online Student Assessment of Instruction**
As part of our continuing goal to provide the best possible instruction for Valencia Community College students, the student evaluation of instructor form is now available online.

On a completely anonymous basis, all students are invited to complete this online form. To do so, go into Atlas, click on My Courses then click on the box at the right that says ‘Assessment Survey’. You will be able to submit one assessment form per class. After that, the form will no longer be available to you.

Please set aside some time toward the end of the semester to complete the assessment. By doing so, you will assist the instructor in assessing the effectiveness of his/her teaching methods and techniques. Thank you for your feedback.

**Graduation**
The following are some steps that you should follow:

1. The application to graduate can be accessed online through your Atlas account.
2. Make sure that you have met all the graduation requirements.
3. Before the start of your final semester, ask your advisor to know how many courses you have left to complete your degree requirements.

**Additional information about the Engineering, Computer Programming, and Technology division can be found at:**
http://valenciacollege.edu/west/engineering/

Department of Network Engineering Technology