

Point Loma Nazarene University
Mathematical, Information and Computer Sciences
CIT2061 IT Fundamentals Exam Prep
Fall 2024 - On-Line (1 Credit Hour)

Time and Place: Online and anytime

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Office Hours: Remote only (please send email to make an appointment)

Text: (Note: the print copy textbook for this course is lent to the students for the duration of the course. Students will be charged if the textbook is not returned at the end of the semester).

CompTIA IT Fundamentals Study Guide: Exam FC0-U61, 2nd Edition

By Quentin Docter

ISBN: 978-1-119-51312-4

Needed Supplies:

Students will need access to a computer, a high-speed internet connection, Microsoft Word and the ability to create PDF documents or create screen capture images.

Course Description:

CIT 2061 is an independent study, self-paced, competency-based course designed for students who wish to prepare for the CompTIA's IT Fundamentals certification exam. The course is intended for students who have already completed the CIT 1053 – IT Fundamentals course or have equivalent academic or work experience.

Students will be required to complete a predetermined number of practice certification exams, assess knowledge domain deficiencies, and focus on acquiring the requisite knowledge to pass the certification exam. A faculty adviser provides support and accountability in completing the requirements of the course. Although the course is self-paced, all exams and quizzes must be completed on or before their listed due date. Attempting the certification exam within the assigned course time is also required. Although passing the certification exam is not required to pass this course, the results of the certification exam will be used to determine the final grade in the course. Students already holding a current certification for this course are not eligible to take this course.

Philosophy and Approach:

Self-paced competency-based courses are designed to allow students to move through course material as quickly as they like while demonstrating a minimum level of competency on a given topic before they are permitted to move forward in the course. The course is divided into practice quizzes and other learning activities to help prepare students in the knowledge areas on the certification exam.

Although this is a self-paced course, students must complete all quizzes, exams and the certification exam by the due dates listed. **25 points will be deducted from the final score for each due date missed.** In addition, students must attempt the certification exam at least once by the end of week 14. Once students attempt the certification exam, no additional work in the course is required. However, if the student did not pass the certification exam on their first attempt, they can continue to study and retake the exam to improve their grade in the course until the end of week 15. Points will be deducted from the student's overall grade if minimum progress is not made each week. However, students are encouraged to move as quickly as they are able and complete all course requirements prior to the 15-week time limit.

Objectives:

The course is designed to help you:

- Acquire and reinforce knowledge and develop an understanding of the conceptual foundations of Information Technology.
- Prepare for and take the CompTIA IT Fundamentals certification exam.

Course Learning Outcomes:

1. Students will be able to identify basic computer hardware components.
2. Students will be able to describe the purpose of an Operating System and explain basic OS functions.
3. Students will be able to identify and describe basic network technology and how it is used.
4. Students will be able to classify and explain popular mobile devices being used today.
5. Students will be able to identify and explain common security threats and best practices to counter those threats.
6. Students will be able to describe what is needed to buy and configure a computer workstation.
7. Students will be able to explain the importance and what is needed for computer support and backups.

Program Learning Outcomes:

Graduates will have a coherent and broad-based knowledge of the discipline of Computer Information Technology.

1. Students will be able to identify and evaluate information technology infrastructure necessary to meet an organization's business needs.
2. Students will be able to develop, plan and evaluate appropriate processes for managing information systems and information technology projects.
3. Students will be able to design, develop, and evaluate software solutions to meet an organization's business needs.
4. Students will be able to apply their technical knowledge to solve problems.
5. Students will be able to speak about their work with precision, clarity and organization (Oral Communication).
6. Students will be able to write about their work with precision, clarity and organization (Written Communication).
7. Students will collaborate effectively in teams.
8. Students will be able to identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand (Information Literacy).
9. Students will be able to gather relevant information, examine information and form a conclusion based on that information (Critical Thinking).
10. Students will be able to understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats (Quantitative Reasoning).
11. Students will understand the professional, ethical, legal, security and social issues and responsibilities with the implementation and use of information technology.
12. Computer Information Technology graduates will be adequately prepared for entry into graduate school or jobs in the computing profession.

Grading:

Students must earn 60% or more in the course to earn a passing grade of "D-".

Your grade for the course is based on the points earned by the following criteria at the end of the course:

- Certification Exam score of 650 or more – 1000 points.
- Certification Exam score of 550 to 649 and all quizzes and exams complete with 80+ - 860 points
- Certification Exam score of 450 to 549 and all quizzes and exams complete with 80+ - 760 points
- Certification Exam score of 350 to 449 and all quizzes and exams complete with 80+ - 660 points
- Certification Exam score below 350 or all quizzes and exams not complete with 80+ - zero points.

The grading scale for the course, in percentages of the maximum points in class is:

A	92.50 - 100%	C	72.50 - 77.49%
A-	90.00 - 92.49%	C-	70.00 - 72.49%
B+	87.50 - 89.99%	D+	67.50 - 69.99%
B	82.50 - 87.49%	D	62.50 - 66.49%
B-	80.00 - 82.49%	D-	60.00 - 62.49%
C+	77.50 - 79.99%	F	0 - 59.99%

Note: 25 points will be deducted from a student’s overall point total for each assignment completed after the listed due date.

Late Work Policy

There is a point deduction penalty for assignments not completed by their respective due dates. Practice exams and the post-assessment exam must be passed with a score of 80% or more before their due dates.

Credit Hour Information: Distribution of Student Learning Hours

It is anticipated that you will spend a minimum of 37.5 participation hours per credit hour in your course. The estimated time expectations for this course are shown below:

Practice Chapter Tests	4
Practice Exams	6
Other Learning Activities	6
Reading and Subject Matter Review	22
TOTAL	38

Tests and Learning Activities:

All chapter tests, practice exams and learning activities can be redone as often as needed to achieve the desired score. A minimum score of 80 on all chapter tests and practice exams are required to pass the course if a passing score on the certification exam is not achieved.

Final:

The final in the course is the CompTIA IT Fundamentals certification exam. All students are required to attempt the certification at least once before the end of week 14. The cost of the first attempt is included as part of this course. Students may retake the certification exam if they do not pass on their first attempt, but must pay for any subsequent attempts.

University Mission:

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Department Mission:

The Mathematical, Information, and Computer Sciences department at Point Loma Nazarene University is committed to maintaining a curriculum that provides its students with the tools to be productive, the passion to continue learning, and Christian perspectives to provide a basis for making sound value judgments.

Attendance:

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an “F” grade.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to [Academic Policies](#) for additional detail.

For example: In a one-unit 16-week self-paced on-line course with 16 assignments, a student may be de-enrolled not completing three assignments.

Class Enrollment:

It is the student’s responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

Academic Accommodations:

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center

(EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to ensure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

Students wishing to receive accommodations for the official CompTIA certification exam, must contact CompTIA and request the accommodation themselves through PersonVue at <https://home.pearsonvue.com/test-taker/Test-accommodations.aspx>. This process can take several weeks so students must begin the process early to seek an accommodation. The university can not assist in the CompTIA accommodation request, it is the student's responsibility to apply directly with PersonVue and to provide the required paperwork.

Academic Honesty:

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Adult Undergraduate Academic and General Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

During the first week of class, you will be asked to submit an Academic Honesty Verification Statement. Submitting the statement is a requirement of this course. By submitting the Academic Honesty Verification Statement, you will be verifying all assignments completed in this course were completed by you. Carefully review the Academic Honesty Statement below.

Statement: "In submitting this form, I am verifying all the assignments in this course will be completed by me and will be my own work."

Etiquette and Behavior:

Students are expected to actively and positively engage in the adult learning environment. Behaviors that disrupt the classroom environment and interfere with the learning of others are prohibited. Examples of disruptive behavior include talking with other students during a presentation or when others are speaking, texting, gaming, internet browsing, or reading non-course related materials. All cell phones and other electronic communication devices will be turned off at the beginning of class. Tablets and computers are allowed in class for note-taking purposes only, unless otherwise directed by the instructor. Should a student's behavior become disruptive to the productivity of the course they will be asked to leave the classroom and not receive credit for attendance.

In the online environment, students are expected to also be actively and positively engaged in an adult learning environment and consider the complexities of engaging in discussions in an online environment. Disagreeing with each other and engaging in debates about ideas is encouraged to better understand each other's ideas and perspectives. Such discussions should never involve personal comments, offensive or inappropriate language, or either aggressive or passive aggressive verbiage.

Students who wish to share feedback about the course, program, PLNU, or any administration, faculty, or staff should not do so within course discussions, assignments, or projects and should meet one-on-one with the

professor or program director. A classroom or an online learning environment is not the proper place to discuss feedback about the university or any university representatives.

Persons not enrolled in the course are not permitted to be present in class. This policy includes family/friends of students and potential students.

When working with PLNU staff, faculty and administrators, and other students, students are expected to communicate and act respectfully. Any aggression or disrespect to any party may result in up to and including suspension from PLNU. See Academic Behavior Policy in the Graduate and Professional Studies Catalog for definitions of behaviors and further policy information.

E-mail and Messages:

It is expected that students regularly use e-mail. The instructor will periodically send you information and updates via e-mail and/or via canvas. In the first week of class you must activate your PLNU e-mail account if you are not currently using it. Please send questions about specific problems or course details to the instructor by posting them in Canvas so that all members of the class can see the response.

State Authorization:

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

PLNU Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

Use of Technology

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements, which includes and working computer with the chrome browser and a stable internet connection. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

Some Tips About This Class:

- Set aside at least one to two hours each week to complete learning sessions.
- Quizzes and assignments can be redone as many times as you like. Maximize your points by redoing assignments that do not receive full credit.
- If you have a question, **ASK**.

Recommending Class Schedule:

- Weeks 1 - 11** Review Chapters 1 – 11 in the text as needed, complete chapter tests, complete chapter learning assignments
- Week 12** Take practice Exams 1 and 2 and Pass with a score of 80.
- Week 13** Schedule Certification Exam
- Weeks 13 – 15** Take the certification exam. Retake the exam if needed.