**CMPS 180 – IT Fundamentals (7 Credits)  
Fall quarter 2019-2020**

**Instructor: Miguel Ramos**

**Office Hours: TBD**

**Class Location/Time: TBD**

**Class Requirements:  Attendance and participation.  Computers and reading materials provided in class.**

**Course Description:**Introduction to beginning level information technology (IT) skills and knowledge. Provides students with the necessary tools to enter the world of IT. Ideal for students considering a career in IT or needing a broad understanding of IT.

**Prerequisites: None**

**Text(s)/Readings/Materials:**Textbook and online learning materials will be provided for this class.

**Course Outcomes:**

**At the completion of this course students will be able to:**

**Institutional-level Outcomes:**

* Effectively communicate in diverse situations, from receiving to expressing information, both verbally and non-verbally. (NWIC Institutional outcome 1)
* Meet the technological challenges of a modern world. (NWIC Institutional outcome 1)

**Course-level Outcomes:**

As a result of this course, students will be able to:

* Set up a computer workstation and use basic software applications.
* Explain the functions and types of devices used within a computer system.
* Apply basic computer maintenance and support principles.
* Describe the principles of software and database development.
* Configure computers and mobile devices to connect to home networks and to the internet.
* Identify security issues affecting the use of computers and networks.

**Course Schedule:**

This course takes place over 10 weeks and topics are covered as outlined below.

Week 1 - Introduction to class, course prep and review  
Week 2 - Using computers  
Week 3 - Using computers continued, plus apps and databases  
Week 4 - Using apps and databases continued, plus computer hardware  
Week 5 - Using computer hardware continued, plus networks  
Week 6 - Using networks, plus security concepts  
Week 7 - Security concepts  
Week 8 - Final course review  
Week 9 - Practice TestWeek 10 - Certification Test

**Policies, Assignments and Grading**

**Course Policies:**

Weekly participation and practice will grow your skills. Your grades are based on completing exercises and assignments, and on class involvement.

**Late assignments:** Late assignments may be penalized at 10% per week.  Please let me know if you need extra time to complete an assignment.

**Missed assignments and absences:** Everyone has responsibilities outside of college, a family to care for, or friends to spend time with, so if you have anything going on in your life that doesn't allow you to complete assignments on time, please send me an email at [mramos@nwic.edu.](mailto:mramos@nwic.edu)

**Grading:**

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| --- | --- | --- |
| Exercises/Assignments | 8 @ 15 points | 120 points |
| Discussion/Class Participation | 10 @ 5 points | 50 points |
| **Total Points** |  | **170 points** |

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| --- | --- | --- | --- | --- |
| A = 90%‐100% | B = 80%‐89% | C = 70%‐79% | D = 60%‐69% | F =  Below 59% |