

**JEFFERSON COLLEGE**  
**INSTITUTIONAL COURSE GUIDE**

**CIS130**

**INTRODUCTION TO INFORMATION TECHNOLOGY**

5 Credit Hours

Prepared by: Doug Hale  
Curriculum Committee Approval Date: February 23, 2022

Last Revised by: Doug Hale  
Curriculum Committee Approval Date: February 23, 2022

Minor Revision or Update by:  
Date:

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## CIS130 Introduction to Information Technology

### I. CATALOGUE DESCRIPTION

- A. Pre-requisite: Reading proficiency
- B. 5 Credit Hours
- C. Introduction to Information Technology will train students to perform tasks such as installation, configuration, diagnosing, networking, security, and virtualization. It will prepare students for the CompTIA A+ Certification. (F,S)
- D. Fulfills CIS Computer Support option and CIS Criminal Justice Cyber Security option certificate/degree requirements.

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Identify, define, and troubleshoot mobile devices	Quizzes Exams Certification Exam
Identify and define networking infrastructure and concepts	Quizzes Exams Certification Exam
Identify and define information technology hardware	Quizzes Exams Certification Exam
Identify and define virtualization and cloud computing concepts and configurations	Quizzes Exams Certification Exam
Configure and troubleshoot hardware and networks	Quizzes Exams Hands-On Exercises Certification Exam
Install and configure common PC and device operating systems	Quizzes Exams Hands-On Exercises Certification Exam
Identify and define networking security infrastructure and concepts	Quizzes Exams Certification Exam
Configure and troubleshoot software	Quizzes Exams Hands-On Exercises Certification Exam

Identify and define Operational Procedures	Quizzes Exams Certification Exam
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### III. OUTLINE OF TOPICS

- A. Assemble components based on customer requirements
- B. Install, configure, and maintain PCs, mobile devices, and software for end users
- C. Understand the basics of networking and security forensics
- D. Properly and safely diagnose, resolve, and document common hardware and software issues
- E. Apply troubleshooting skills
- F. Provide appropriate customer support
- G. Understand the basics of scripting, virtualization, desktop imaging, and deployment

### IV. METHOD(S) OF INSTRUCTION

- A. Lecture
- B. Group
- C. Collaboration
- D. Hands-on lab work

### V. REQUIRED TEXTBOOK(S)

*TestOut, LabSim PC Pro (A+ 1001/1002) activation code.* TestOut Corporation.

### VI. REQUIRED MATERIALS

- A. Computer and internet access meeting the technical specifications and system requirements for required textbook software.
- B. 1TB USB Removable Storage Device (Flash Drive)

## VII. SUPPLEMENTAL REFERENCES

None

## VIII. METHOD OF EVALUATION

- A. Hands-on exercises: 50%
- B. Quizzes/exams: 45%
- C. Certification exam (Pass/Fail): 5%

## IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (TC101; phone 636-481-3169).

## X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, <http://www.jeffco.edu>).

## XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

## XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

### XIII. DIVERSITY STATEMENT

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world.