

IT Essentials

Class Outline – September, 2019

Instructor: Mr. D. Welsh

General Information

IT Essentials has been developed as part of the Focus on Information Technology (FIT) program offered through the Information and Communications Technology Council of Canada (ICTC). ICTC recognizes that although the ICT industry is continuing to grow, the number of students selecting ICT as a career choice is declining. In order to assist students in making valid career choices, ICTC, as part of its mandate to encourage technical excellence in Canada, has developed the Focus on Information Technology (FIT) program. IT Essentials is a high school program that meets industry approved standards.

Students will receive one credit for each course they successfully complete. If a student does not pass a course, they will receive a failing grade for that course. One course is approximately the equivalent of 20 to 25 hours of class time.

All students must complete the following courses as part of IT Essentials:

1. Net 1010 – Digital Technology 1 (1 Credit)
2. Net 2020 – Workstation Technology & Operations (1 Credit)
3. Net 2080 – Laptops & Peripherals (1 Credit)
4. Net 2110 – Telecommunications (1 Credit)
5. Net 3100 – Network Media & Devices, Security (1 Credit)

There are no pre-requisites. This course will cover the fundamentals of computer hardware and software as well as advanced concepts.

Each course will be considered complete based on the following:

<u>Course</u>	<u>Completion Schedule</u>
1. NET 1010	When finished chapters 2,3,9
2. NET 2020	When finished chapters 1,2,3,4,5,6,10,14
3. NET 2080	When finished chapters 9,11,14
4. NET 2110	When finished chapters 7,8,12,13,14
5. NET 3100	When finished chapters 6,7,8,10,12,14

What will you know and be able to do at the end of the class?

If you complete this class, you will be able to:

1. describe the internal components of a computer
2. understand how to assemble a computer system
3. understand how to install an operating system
4. understand how to troubleshoot using system tools and diagnostic software

Other topics include:

- laptops and portable devices
- wireless connectivity
- security
- safety and environmental issues
- communication skills

Motivated students may prepare themselves for the COMPTIA A+ certification exam.

Teaching Materials

Teacher designed materials are offered. On-computer activities are an essential element of the course. Virtual Laptop and Virtual Desktop learning tools are designed to supplement computer work. Much of the material used is developed by Cisco.

Evaluations

Each course has its own evaluation system. Marks will be based on work done in the course and on any exams given.

In each course, marks will be determined based on the following:

- Assignments – 40%
- Chapter Tests – 40%
- Quizzes – 20%

Appeal of Marks/Extended Absences/Student Fees

Refer to the Student Handbook.

Loss of Computer Privileges

Students will be referred to Administration and will lose computer privileges for any one of the following infractions:

1. Changing the configurations on any computer.
2. Logging in under another person's ID.
3. Sending or displaying offensive messages or pictures.
4. Violating copyright laws.
5. Attempting to bypass computer security.

Late Assignments

Late assignments will be assessed a mark of **Missing** in Powerschool, which is equivalent to a zero, if arrangements are not made with the teacher to submit the assignment late. Students who do not complete assignments by the due date may complete the outstanding work during Flex time, which is in the mornings on Monday and Tuesday and the afternoons on Wednesday and Thursday. They may also complete the work on their own time at lunch or after school if they do not wish to complete it during Flex time. In some cases, students may be assigned by the teacher to Flex blocks to complete outstanding work. Questions regarding Flex time should be taken up with the school administration.