

Bossier Parish Community College Master Syllabus

Course Prefix and Number: CTEC 101

Credit Hours: 3-3-0

Course Title: Information Technology Principles

Course Prerequisites: None

Textbook: IT Fundamentals Pro and Office Pro (MS Office 2019) - TestOut Bundle – Product number: 978-1-935080-79-4

Course Description: Overview of Information Technology concepts including hardware components, operating system and application software, network connectivity, and security principles. Includes preparation for CompTIA's ITF+ Certification.

Learning Outcomes:

At the end of this course, the student will

- A. explain basic infrastructure principles;
- B. identify common operating systems and applications;
- C. create and edit simple word processing documents; spreadsheets; presentations; databases, and business documents;
- D. demonstrate foundational database and software development concepts; and
- E. identify and mitigate security threats.

To achieve the learning outcomes the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. identify basic hardware components and their purpose; (A)
2. compare and contrast common computer connector types; (A)
3. determine appropriate settings for wired and wireless network connections; (A)
4. compare and contrast common operating systems; (B)
5. identify common applications and their purpose; (B)
6. develop products using word processing, presentation, spreadsheet, and database software applications; (C)
7. identify database concepts and structures; (C)
8. compare and contrast programming logic and techniques; (C)
9. identify basic security threats; (D)
10. use security best practices. (D)

Course Requirements:

1. Achieve a course average of 70% or above.
2. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).

3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

Course Grading Scale:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

Attendance Policy: The college attendance policy is available at <http://catalog.bpcc.edu/content.php?catoid=5&navoid=369>

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: acao@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources Human Resources

Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.