

## **CISM 100, IT Fundamentals (3 credit hours)**

### **COURSE DESCRIPTION**

This course introduces fundamental information technology concepts through a comprehensive exploration of key topics related to computer hardware and software, operating systems, information systems, databases, networking, programming, and data security. This course prepares students for the CompTIA IT Fundamentals certification exam.

### **REQUIRED TEXTS & RESOURCES**

TestOut IT Fundamentals Pro Courseware Version 2.1

### **COURSE SCHEDULE**

Each course begins on a Wednesday with a Getting Started module before moving into the week 1-7 content. The introduce yourself forum is required during the Getting Started module in order to be counted present during this half-week of instruction. The introduce yourself forum is open from the start of the course to the first Sunday. All posts are due by Sunday at 11:59 p.m. Participation is required to be marked present for this time period. Keep in mind that in future weeks, forum due dates may be different.

Unless stated otherwise, graded assignments are due on the last day of the course week (Sunday). <http://point.edu/course-schedules/>

<b>Learning Module</b>	<b>Graded Activities</b>	
Week 1	<ul style="list-style-type: none"><li>• Chapter 1, 2, and 11 TestOut Learning Activities</li><li>• Week 1 Discussion Forum (Initial/Peer Responses)</li><li>• Week 1 Exam</li></ul>	<ul style="list-style-type: none"><li>• Week 1, Day 7</li><li>• Week 1, Day 5/Day 7</li><li>• Week 1, Day 7</li></ul>
Week 2	<ul style="list-style-type: none"><li>• Chapter 3 TestOut Learning Activities</li><li>• Week 2 Discussion Forum (Initial/Peer Responses)</li><li>• Week 2 Chapter 3 Lab Assignments</li><li>• Week 2 Exam</li></ul>	<ul style="list-style-type: none"><li>• Week 2, Day 7</li><li>• Week 2, Day 5/Day 7</li><li>• Week 2, Day 7</li><li>• Week 2, Day 7</li></ul>
Week 3	<ul style="list-style-type: none"><li>• Chapter 4 TestOut Learning Activities</li><li>• Week 3 Discussion Forum (Initial/Peer Responses)</li><li>• Week 3 Chapter 4 Lab Assignments</li><li>• Week 3 Exam</li></ul>	<ul style="list-style-type: none"><li>• Week 3, Day 7</li><li>• Week 3, Day 5/Day 7</li><li>• Week 3, Day 7</li><li>• Week 3, Day 7</li></ul>
Week 4	<ul style="list-style-type: none"><li>• Chapter 5 and 6 TestOut Learning Activities</li><li>• Week 4 Discussion Forum (Initial/Peer Responses)</li><li>• Week 4 Chapter 5 Lab Assignments</li><li>• Week 4 Chapter 6 Lab Assignments</li><li>• Week 4 Exam</li></ul>	<ul style="list-style-type: none"><li>• Week 4, Day 7</li><li>• Week 4, Day 5/Day 7</li><li>• Week 4, Day 7</li><li>• Week 4, Day 7</li><li>• Week 4, Day 7</li></ul>
Week 5	<ul style="list-style-type: none"><li>• Chapter 7 and 8 TestOut Learning Activities</li><li>• Week 5 Discussion Forum (Initial/Peer Responses)</li></ul>	<ul style="list-style-type: none"><li>• Week 5, Day 7</li><li>• Week 5, Day 5/Day 7</li></ul>

	<ul style="list-style-type: none"> <li>• Week 5 Chapter 7 Lab Assignments</li> <li>• Week 5 Chapter 8 Lab Assignments</li> <li>• Week 5 Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Week 5, Day 7</li> <li>• Week 5, Day 7</li> <li>• Week 5, Day 7</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>• Chapter 9 TestOut Learning Activities</li> <li>• Week 6 Discussion Forum (Initial/Peer Responses)</li> <li>• Week 6 Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Week 6, Day 7</li> <li>• Week 6, Day 5/Day 7</li> <li>• Week 6, Day 7</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Chapter 10 TestOut Learning Activities</li> <li>• Week 7 Discussion Forum (Initial/Peer Responses)</li> <li>• Week 7 Chapter 10 Lab Assignments</li> <li>• Week 7 Exam</li> <li>• Week 7 CompTIA IT Fundamentals FC0-U61 Certification Practice Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Week 7, Day 7</li> <li>• Week 7, Day 5/Day 7</li> <li>• Week 7, Day 7</li> <li>• Week 7, Day 7</li> <li>• Week 7, Day 7</li> <li>• Week 7, Day 7</li> </ul>

## GRADING POLICIES

### Course Evaluation Plan

An assessment instrument (checklist, rubric, quiz, etc.) will accompany each major graded assignment. See the instructions for specific assignment criteria and accompanying grading instruments.

### Points Distribution

Graded assignments will be distributed as follows:

Graded Assignments	Points Possible
Introduce Yourself Forum	5
Discussion Forums (7)	140
TestOut Lab Assignments (7)	500
TestOut Exams (8)	355
<b>Total Points:</b>	1000

### Final Grades

The following scale will be used when calculating final grades:

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

Final grades will be posted according to the Academic Calendar:

<http://point.edu/academic-calendar/>

## COURSE LEARNING GOALS & OBJECTIVES

<b>Goal 1: Students will acquire foundational knowledge in IT, including terminology and concepts.</b>	
	Objective 1.1: Understand fundamental IT terminology and concepts.
	Objective 1.2: Identify key software applications and their roles in computing.
<b>Goal 2: Students will explore operating systems and software functionalities in depth.</b>	
	Objective 2.1: Describe the functions and features of operating systems.
	Objective 2.2: Identify common troubleshooting techniques for software-related issues.
<b>Goal 3: Students will develop awareness and skills in IT security practices.</b>	
	Objective 3.1: Recognize common security threats and vulnerabilities.
	Objective 3.2: Implement basic security best practices.
	Objective 3.3: Understand the importance of data privacy and protection.
	Objective 3.4: Describe common threats to data confidentiality, data integrity, and data availability.
<b>Goal 4: Students will learn to install, configure, and troubleshoot networking hardware and software.</b>	
	Objective 4.1: Explain basic networking concepts, protocols, and services.
	Objective 4.2: Configure devices to connect to both wired and wireless networks.
	Objective 4.3: Configure a virtual private network (VPN).
<b>Goal 5: Students will apply theoretical knowledge to practical IT scenarios and enhance ethical considerations.</b>	
	Objective 5.1: Apply problem-solving strategies in IT-related scenarios.
	Objective 5.2: Understand the ethical considerations of using digital technology.

## DISABILITY SERVICES

Point University is committed to providing qualified students with disabilities an equal opportunity to access a Point education through the provision of reasonable and appropriate accommodations and support services. Accordingly, Point complies with [Title IX](#) of the Educational Amendments of 1972 and the subsequent reauthorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act. For more information about Disability Support Services, see the “Consumer Information” section of the website (<http://point.edu/disclosures>) and the “Student Services” section of this catalog, or contact the [Director of Disability Services and College Section 504 Coordinator](#).

## COURSE EXPECTATIONS

### *Attendance*

A student is expected to actively participate in each week of the class in which he or she is enrolled. Active participation each academic week includes submitting classwork in one or more of the following activities within the course during the week they are due: discussion forums, assignments such as (but not limited to) projects, papers, presentations, case studies, quizzes, or exams. Students may be absent up to 25% of the class. After absences exceed 25% of the session or term’s total – in either

consecutive or cumulative days – the student will be withdrawn from the class roster and assigned a grade on the basis of work completed at the time of withdrawal unless, because of exceptional circumstances, prior arrangements have been made with the professor and the Chief Academic Officer.

Students representing the university, such as student-athletes, remain responsible for submitting work online within the week it is due to be counted present. No student will be disadvantaged while representing the university. However, the responsibility is on the student to notify faculty no later than one week before missing class for any reason, to ensure time for content to be made available to them and for make-up work to be considered and arranged. It is expected that students will limit their absences outside of these required absences, as they will be dropped if they overcut the allowed number of absences.

The full attendance policy is found in the [catalog](#).

### *Etiquette & Netiquette*

Students are expected to be respectful and well-mannered towards the instructor and their peers, whether in the physical classroom or the online course site. For guidance on meeting this expectation, particularly in the online environment, please see the materials provided during student orientation or reach out to [advising.center@point.edu](mailto:advising.center@point.edu).

### *Policies*

For academic policies governing attendance, late assignments, and student support, please refer to the [catalog](#).

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