

COMS-115: INFORMATION AND COMMUNICATION TECHNOLOGY

Justification for this inactivation request

Course not offered in 3 years.

Effective Term

Fall 2025

CC Approval

11/01/2024

AS Approval

11/14/2024

BOT Approval

11/21/2024

COCI Approval

03/12/2025

SECTION A - Course Data Elements**CB04 Credit Status**

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Computer Information Systems (Any Degree and Professional Experience)	

Subject Code

COMS - Computer Studies

Course Number

115

Department

Computer Studies

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Information and Communication Technology

Short Title

Info and Comm Technology

CB03 TOP Code

0702.00 - *Computer Information Systems

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

SECTION B - Course Description

Catalog Course Description

This course will provide an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. This course also prepares students for the CompTIA A+ certification exams.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable unit?

No

Units

4.00000

Lecture Hours

72.00

Outside of Class Hours

144

Total Contact Hours

72

Total Student Hours

216

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:

1. Install, configure, and maintain devices, PCs, and software for end-users.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Assemble components based on customer requirements.
2.	Install, configure and maintain devices, PCs and software for end users.
3.	Understand the basics of networking and security/forensics. properly and safely diagnose, resolve and document common hardware and software issues.
4.	Apply troubleshooting skills.
5.	Provide appropriate customer support.
6.	Understand the basics of virtualization, desktop imaging, and deployment.

Course Content

- A. PC hardware
- B. Networking
- C. Laptops
- D. Printers
- E. Operational procedures
- F. Operating systems
- G. Security
- H. Mobile devices
- I. Troubleshooting

Methods of Instruction**Methods of Instruction**

Types	Examples of learning activities
Activity	
Discussion	
Individualized Instruction	
Lab	
Lecture	
Other	Projects

Online Adaptation

Types	Examples of learning activities
Activity	
Discussion	
Group Work	
Individualized Instruction	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

- Announcements/Bulletin Boards
- Chat Rooms
- Discussion Boards
- E-mail Communication
- Telephone Conversations
- Video or Teleconferencing

Student-Initiated Online Contact Types

- Chat Rooms
- Discussions
- Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	
Projects	
Simulation	
Homework	
Lab Activities	
Other	Final Exam
Other	Evaluations will include hands-on projects and a combination of examinations, presentations, discussions, or problem-solving assignments.

Assignments

Reading Assignments

Read Chapter 1. Troubleshooting PC Problems.
 Read Chapter 2. PC Technician Skills.
 Read Chapter 3. PC Components.

Writing Assignments

Homework 1.

Write a 1–2-page paper about the following topics:

Why it is important to have the skills to troubleshoot Common PC problems.
 List five Common PC problems and what steps should be taken to fix them.

Outside-of-Class Assignments

Homework 2.

Utilize Task Manager to troubleshoot Case Problem 2 as discussed in class.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Meyers, M

Title

Managing and Troubleshooting PCs

Edition/Version

5th

Publisher

McGraw-Hill Education

Year

2016

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No