

CompTIA ITF+

Instructor

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Email

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Class Zoom Link

<https://zoom.us/j/98207724864>

Course Overview

In 2017, nearly 5.4 million individuals worked as technology professionals across the U.S., representing an increase of 2.1%, or nearly 110,000 net new jobs. CompTIA ITF+ will help you determine if this is the field for you.

The CompTIA IT Fundamentals+ course and certification are designed as the starting point for a career in IT support. Upon course completion, students will be able to:

- Set up a computer workstation and use basic software applications
- Explain functions and types of devices used within a computer system
- Apply basic computer maintenance and support principles
- Describe some principles of software and database development
- Configure computers and mobile devices to connect to home networks and to the Internet
- Identify security issues affecting the use of computers and networks

Course Materials

- CompTIA ITF+ student guides
- CompTIA ITF+ [CertMaster Practice](#)
- CompTIA ITF+ Class Slides

Our Class

- **Consistent** attendance and punctuality.
- One **conversation** at a time.
- **Considerate** and **courteous**.
- **Committed** to each other's success.

Attendance

There are 27 classes in this course. Because attendance and participation is key to learning, only three absences are allowed. Students who miss more than four classes will be automatically dropped. If you must miss a class for whatever reason, please notify your instructor in advance via email or text.

The class will start promptly at 1:00 PM and ends no later than 5:00 PM each day. Students are expected to be in their seat by the start of class. Students who arrive within the first 30 minutes will be marked tardy and students who arrive later will be marked absent. Note earning two tardies equals one absence.

Academic Progress

Academic progress will be assessed throughout the class using a combination of weekly quizzes and CertMaster Practice exercises. Students must maintain a minimum quiz average of 75% or risk being dropped. Students will meet with their instructor for a 1x1 progress check at the class midpoint, but may schedule a meeting at any time.

Certification Exams

All students are expected to take the ITF+ exam by the final day of class. To qualify for a free certification exam voucher, students must maintain a weekly quiz average of 75%, complete at least 75% of the corresponding CertMaster activities with “yellow” level proficiency, and earn a minimum grade of 80% on the corresponding CertMaster pre-exam

Homework

Making time to study outside of class is an essential part of the learning process. In addition to completing reading assignments and practice activities, students are expected to reserve time to study key concepts on their own. Please do not limit your studying outside of class to just those readings; take advantage of the other resources provided.

CertMaster Practice

CertMaster Practice accounts are user specific, providing an adaptive learning experience that reinforces what you read in the book and study in class. It is very important that you stay on track with CertMaster via the website and/or app. Also, do not skip ahead of sections where you earn a “red” level score because this indicates you are not proficient in the topic. If you are not current with your CertMaster progress and/or have not demonstrated sufficient mastery of key concepts, you may be excluded from taking certification exams.

Tutoring

If you would like additional assistance with a specific topic and/or if you find that you are not doing well on assessments, please schedule a tutor session. These are free to you and a great additional resource. Tutor sessions are also helpful as you prepare for exams. Ask your instructor for information about ITF+ volunteer tutors.

Special Accommodations

Students with learning and/or physical disabilities are entitled to special accommodations. If you have a disability, please inform your instructor on the first day of class so special accommodations can be arranged.

Student Services

If you are at risk of missing class for whatever reason please inform your instructor so they can connect you with our Student Services department, which is available to help students overcome a variety of challenges.

Typing

Students are expected to practice typing skills throughout the course in order to achieve a minimum of 35 words per minute by the end of the course. Students who fail to achieve this threshold may be ineligible for certification level classes.

Communication with Byte Back

Occasionally students will receive important announcements and/or updates from Byte Back or the instructor via email. To ensure you receive these messages we recommend checking your email account at least once a day for the duration of the class. If you need to contact your instructor for whatever reason, please use their preferred method of communication and allow up to 48 hours for a response.

Instructor Office Hours

Students who wish to speak with the instructor outside of regular class hours may schedule a meeting time. Your instructor will provide more details about this option.

Course Schedule

Days	Topics & Activities	Activity	CertMaster	Homework
Day 1	Class Orientation	First Day Activities		Read p. 3-12
		Student Handbook		Questions p.13
		Overview of class resources		https://youtu.be/ctAVC2JwEwI
		Pre-Class Survey		
		Pre-Class Evaluation		
		Find email containing Quia login information		
		Register for free http://www.itpro.tv account		
		Register for free www.quizlet.com account		
		Subscribe to the IT Fundamentals Youtube Playlist		
Day 2	1.1 Common Computing Devices	Slides 1.01	1.1-1.2	Read p. 39-61
				Questions p. 62
Day 3	1.3 Using an OS	Slides 1.03	1.3-1.4	Read p. 65-77
		Labs p. 63-64		Questions p. 78
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/computer-operating-systems/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/microsoft-windows/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/apple-macos/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/gnu-linux/		
Day 4	Review 1.1 and 1.3	Slides 1.04	1.5, 3.2	Read p. 85-101
	1.4 Managing an OS	Labs p. 78-84		Questions p. 101

Days	Topics & Activities	Activity	CertMaster	Homework
Day 5	1.5 Troubleshooting and Support	Slides 1.05	1.6	Study Module 1
		Labs p. 102-103		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/troubleshooting-methodologyfundamentals/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/troubleshooting-methodology2/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/troubleshooting-example/		
Day 6	Review Module 1	Slides 2.01		Read p. 109-140
	Module 1 Quiz			Questions p. 123-140
	2.1 Using Data Types and Units			
Day 7	2.2 Using Apps	Slides 2.02	3.1-3.3	Read p. 144-160
		Labs p. 141-143		Questions p. 161
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/software-usage-requirements/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/businessproductivity-software/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/businessproductivity-software2/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/collaboration-softwarefundamentals/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/web-browser-settings/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/web-browser-settings2/		
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Days	Topics & Activities	Activity	CertMaster	Homework
Day 8	2.3 Programming and App Development	Slides 2.03	4.3	Read p. 178-188
		Labs p. 162-177		Questions p. 189
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/programming-concepts/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/programming-concepts2/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/developingpython/		
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Day 9	2.4 Using Databases	Slides 2.4		Study
		Labs: p. 190-204		Read p. 209-222
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/database-concepts/		Questions p. 223
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/queryingdatabase/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/table-design/		
Day 10	Review Module 2	Slides p. 3.1		Read p. 225-242
	Module 2 Quiz	Labs p. 224		Questions p. 243
	3.1 System Components			
Day 11	3.2 Using Device Interfaces	Slides 3.2	2.1	Read p. 249-270
		Labs p. 244-248		Questions p. 271
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/central-processing-unit-cpu/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/common-hardware-itfun/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/common-hardware2/		

Days	Topics & Activities	Activity	CertMaster	Homework
Day 12	3.3 Using Peripheral Devices	Slides: 3.3	2.2	Read p. 276-284
		Labs: p. 272-275		Questions p. 285
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/peripheral-devices-itfundamentals/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/peripheral-devices2-itfundamentals/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/display-hardware-itfundamentals/		
Day 13	3.4 Using Storage Devices	Slides 3.4	5.1	Read p. 289-314
		Labs p. 286-288		Questions p. 314
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/storage-hardware-itfun/		
Day 14	3.5 Using File Systems	Slides 3.5	5.2-5.3	Study
		Labs p. 315-324		
Day 15	Review Modules 1-3		3.4-3.6	Study
Day 16	Midterm			Read p. 329-344
				Questions p. 345
Day 17	Lesson 4.1 Networking Concepts	https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/basic-networking-concepts/	2.7	Read p. 346-358
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/basic-networking-concepts2/		Questions p. 359
Day 18	Lesson 4.2 Connecting to a Network	Slides 4.2	2.8	Read p. 365- 381
		Labs p. 360 – 364		Questions p.382

Days	Topics & Activities	Activity	CertMaster	Homework
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/configuringwireless-router/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/configuringwireless-router2/		
Day 19	Lesson 4.3 Secure Web Browsing	Slides 4.3	2.4	Read p. 386 – 402,
		Labs: 383 – 385		Questions p. 403, 420
				Study Modules 4.1-4.3
Day 20	Review Modules 4.1-4.3	Slides 4.4		Read p. 410-419
	Modules 4.1-4.3 Quiz			Questions p. 420
	Lesson 4.4 Using Shared Storage			
		Quiz		
Day 21	Lesson 4.5 Using Mobile Devices	Slides 4.5	2.5-2.6	Study Module 4
		Labs p. 404-409		Read p. 425-435
				Questions p. 436
Day 22	Review Module 4	Slides 5.1	6.1	Read: p. 437-456
	Module 4 Quiz	https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/basic-security-principles/		Questions p. 457
	Lesson 5.1 Security Concerns	https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/basic-security-principles2/		
Day 23	Lesson 5.2 Using Best Practices	Slides 5.2	6.2-6.4	Read p. 461-475
		Labs p. 458-460		Questions p. 476
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/securitypractices-itfundamentals/		

Days	Topics & Activities	Activity	CertMaster	Homework
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/securitypractices2-itfundamentals/		
		https://app.itpro.tv/course-library/comptiafundamentals-exam-fc0u61/securitypractices3/		
Day 24	Lesson 5.3 Using Access Controls	Slides 5.3	6.5-6.6	Read p. 477-483
				Questions p. 484
Day 25	Lesson 5.4 Behavioral Security Concerns	Slides 5.4	6.7	Study Module 5
	Review Module 5			Study Modules 1-5
	Module 5 Quiz			Read p. 485-495
	Review Modules 1-2			
Day 26	Review Modules 3-5			Study Modules 1-5
Day 27	Class Wrap-Up	Last Day Slides		
		Post-Course Survey		
		Final Exam		