

IFT103 Course Syllabus

Arizona State University
Fall 2023 Hybrid
Session C: 8/17/23 - 12/1/23

Table of Contents

Instructor	2
Course	2
Number	2
Sections	2
Title	2
Times/Location.....	2
Description	2
Course Materials	2
Computer	2
Textbook(s)	3
Course Learning Objectives.....	3
Prerequisites	3
Grading Policy (TBD)	4
Submitting Assignments	4
Grading Procedure	4
Late Assignments	4
Assignments	5
Projects	5
Exams	5
Extra Credit	5
Discussions	5
Communications	5
Chat	5
Email.....	5
Classroom Policies.....	5
Academic Integrity & Copyright Laws	5
Plagiarism	6
Threatening Behavior Policy	6
Harassment and Sexual Discrimination	6
Disability Resources	7
Technical Support	7
Other On-Campus Resources	7
Behavioral Policies	7
Absence Policies.....	7
Drop and Add Dates/Withdrawals	8
Grade Appeals	8
Classroom Etiquette.....	8
No Generative AI Use Permitted.....	8

Instructor

Name Jacob Burggraff
Email Jacob@asu.edu
Office PRLTA 145
Office hours The last 30 minutes of each class.

Course

Number IFT 103
Sections 82537
Title OS Architecture
Times/Location Poly PRLTA 145 – Tuesday 6:00 PM - 8:45 PM

Description

IFT 103 Introduces the fundamentals of IT. From the ground up, starting with exploring hardware basics to controlling the OS with automated scripting. All three major platforms Windows, MacOS, and Linux will be discussed. Common IT tasks of user management, troubleshooting, and operating system installation will be performed.

Course Materials

Computer

Hardware

This class requires a computer capable of running several virtual machines. If you know your computer is generally weak workarounds do exist, but to get the most out of the class and assignments it's recommended that at a minimum you have a modern quad-core CPU, 8GB of RAM, and at least 60GB of SSD storage available. A reasonably reliable internet connection that is capable of streaming video is also recommended to watch lectures and participate in hands-on labs.

Software

All the required software for this course is provided by ASU or is freely obtainable from the internet

Note: A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in this class. While you will be able to access course content with mobile devices, you must use a computer for many assignments, quizzes, and virtual labs.

Textbook(s)

CompTIA IT Fundamentals+ All-in-One Exam Guide 2nd Edition

Author(s): Mike Meyers, Scott Jernigan, Dan Lachance

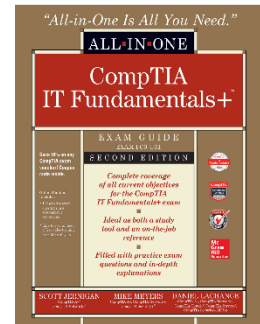
Publisher: McGraw-Hill Education

ISBN-13: 978-1260441871

DIGITAL ISBN-13: 978-1260441888

ISBN-10: 1260441873

Note: This book contains required readings



PowerShell for Sysadmins: Workflow Automation Made Easy

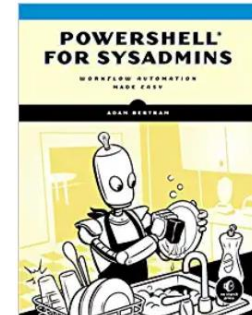
Author(s): Adam Bertram

Publisher: No Starch Press (February 4, 2020)

ISBN-13: 978-1593279189

ISBN-10: 1593279183

Note: This book contains required readings



Building Virtual Machine Labs: A Hands-On Guide 1st Edition

Author(s): Tony V Robinson

Publisher: CreateSpace Independent Publishing Platform

ISBN-13: 978-1546932635D

ISBN-10: 1546932631

Note: This book is not required.



Course Learning Objectives

1. Identify general computer hardware
2. Understand the fundamental structure of data
3. Understand the role of the Operating System
4. Demonstrate the basics of troubleshooting hardware and software
5. Demonstrate an understanding of virtualization
6. Demonstrate the uses of Windows Command Line and Linux/Mac Terminal
7. Explain the differences between Command Line and PowerShell
8. Demonstrate an understanding of PowerShell basics
9. Manage Data with PowerShell
10. Manage users and groups

Prerequisites

There are no prerequisite courses for this class.

Grading Policy (TBD)

Grading components are as follow:

<i>Category</i>	<i>- Points</i>
<i>Modules * 8</i>	<i>- 200 pts each</i>
<i>Midterm</i>	<i>- 200 pts</i>
<i>Projects</i>	<i>- 500 pts</i>
<i>Final</i>	<i>- 200 pts</i>
 <i>Total</i>	 <i>-2500 points</i>

Letter grades will be assigned at the end of the semester in accordance with the table on the right.

COURSE GRADING	
Based on Points (absolute, fixed, no curve)	
>= 98.0 <= 100.0	A+
>= 93.0 < 98.0	A
>= 90.0 < 93.0	A-
>= 88.0 < 90.0	B+
>= 83.0 < 87.0	B
>= 80.0 < 83.0	B-
>= 78.0 < 80.0	C+
>= 70.0 < 78.0	C
>= 60.0 < 70.0	D
< 60.0	E

Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email, **as it will not be accepted**.

Assignment due dates follow Mountain Standard Time (MST). Click the following link to access the [Time Converter](#) (specifically Phoenix) to ensure that your account for the difference in Time Zones.

Note to online students: Arizona is MST year-round, we do not observe DST or transition to MDT...

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Rubrics will be made wherever possible on the submission page of the assignment. We will make every effort to have grades on assignments available within 72 hours of the due date in the Gradebook.

Late Assignments

Assignments are due at 11:59 on the date posted on the submission page for the assignment on canvas. Unexcused assignments and labs will take a 10% penalty per day late. Quizzes and Exams will not be accepted late. No assignments will be accepted late after the last day of classes (which may be a different date than the final exam).

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time. **This does not mean that you will be granted an extension!** Follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#). Accommodation will be made for religious observances provided that students notify the instructor at the beginning of the semester concerning those dates. Students who expect to miss class due to officially university-sanctioned activities should inform the instructor as early as possible in the semester. Alternative arrangements will generally be made for any examinations and other graded in-class work affected by such absences. The preceding policies are based on [ACD 304-04](#), "Accommodation for Religious Practices" and [ACD 304-02](#), "Missed Classes Due to University-Sanctioned Activities."

Assignments

There will be 2 to 3 Assignments due every 2ish weeks, you will need to check each module for the assignments due that week.

Projects

There will be 2 projects that will be held throughout the semester. Each project will have a collaboration component, but you will need to do your own work to earn your grade. You will have around 5-6 weeks to complete the project and you will make a presentation to the class to show your work. Half of the credit will be for doing work and the other half will be given for an in-person presentation. You must be in class and able to present your project to get full credit.

Exams

There will be a Midterm and Final exam in this class, those will have their own module and will appear when the time to take them appears. The midterm will consist of 100 Questions from the first 5 modules and the final will be 100 questions pulled from all 8 modules.

Extra Credit

I believe that students should get the grade they want, and I give out extra credit to make up for any incompatibility in teaching style. There will be several opportunities over the courses of the semester to make up for lost points and missing assignments/discussions. But extra credit should not be a means to bypass course content, so any extra credit will be **twice** the amount of work than doing the original assignment/discussion. I am open to suggestions on the type of extra credit you would want to do, and I will give you enough extra credit to move your grade from an F to an A+, but you must do the work.

Discussions

There will a discussion each week for a total of 8 - 16 discussions. The discussions are weighted so that you will not pass the class if you do not do the discussions.

Communications

Chat

This class implements service called Slack. This service will be used for common communication between students and instructors. You will be automatically enrolled into a slack workspace for this section a few days before the first day of class. To learn more on how to access this slack workspace, please visit the first module in your canvas course. This service can be located at <https://asu.enterprise.slack.com/>.

This is my preferred method of communication. Personal requests can be directly messaged to me.

Email

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

All instructor correspondence will be sent to your ASU email account.

Classroom Policies

Academic Integrity & Copyright Laws

One of the core topics of this course is academic integrity. You will be discussing it further throughout the course. ASU expects and requires all its students to act with honesty, integrity and respect the rights of others in carrying out all academic assignments. Fulton Schools of Engineering takes academic integrity VERY seriously. The Fulton Honor Code will be discussed during a future class.

This document is subject to change.

Students in this class must adhere to ASU's academic integrity policy, which can be found at <https://provost.asu.edu/academic-integrity/policy>). Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. In addition, all engineering students are expected to adhere to both the ASU Academic Integrity [Honor Code](#) and the Fulton Schools of Engineering [Honor Code](#). All academic integrity violations will be reported to the Fulton Schools of Engineering Academic Integrity Office (AIO). The AIO maintains record of all violations and has access to academic integrity violations committed in all other ASU college/schools.

Course content, including lectures, are copyrighted materials and students may not share outside the class, upload to online websites not approved by the instructor, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), "Commercial Note Taking Services" and ABOR Policy [5-308 F.14](#) for more information).

You must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Plagiarism

Although ASU encourages collaboration between students, and faculty, in the sharing of ideas and experiences, individual work needs to represent the student's original thought and be distinguishably different from other students' work. Copying from other people's work in part or in whole will result in a ZERO grade for the whole work. Recurring plagiarism will result in obtaining an XE and reporting each student's misconduct.

Threatening Behavior Policy

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services (see [SSM 104-02](#)). Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime. All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students.

Harassment and Sexual Discrimination

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

This document is subject to change.

Disability Resources

Any students who have special needs or need accommodations in this course are encouraged to communicate with me as soon as possible to make appropriate arrangements for these accommodations. The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. One element of this legislation requires that all qualified students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) at ASU Polytechnic located in Student Affairs Quad # 4 or call 480-727-1039 / TTY: 480-727-1009. Please note that students who may need accommodations must register with the ASU Disability Resource Center and provide documentation of that registration to the instructor. Eligibility and documentation policies online: <http://www.asu.edu/studentaffairs/ed/drc/>

Technical Support

This course uses Canvas to deliver content. It can be accessed through MyASU at <http://my.asu.edu> or the Canvas home page at <https://myasucourses.asu.edu>

To monitor the status of campus networks and services, visit the System Health Portal at <http://syshealth.asu.edu/>

To contact the help desk call toll-free at 1-855-278-5080

Other On-Campus Resources

There are lots of valuable resources on campus to help you achieve success both personally and academically. Don't hesitate to use them! A few of these are listed here (note that the services are available at all ASU campuses – from the links below, you can find the location(s) of the resource you're interested in at the Poly campus (or another campus):

- Writing centers – <https://tutoring.asu.edu/writing-centers>
- Tutoring, student success centers: <https://tutoring.asu.edu/tutoring>
- Counseling / consultation: <https://eoss.asu.edu/counseling>
- Career services: <https://eoss.asu.edu/cs>

Behavioral Policies

Any violent or threatening conduct by an ASU student in this class will be reported to the ASU Police Department and the Office of the Dean of Students.

Absence Policies

Absences related to religious observances/practices that are in accord with ACD 304–04, “Accommodation for Religious Practices” (<http://www.asu.edu/aad/manuals/acd/acd304-04.html>) or related to university sanctioned events/activities that are in accord with ACD 304–02, “Missed Classes Due to University-Sanctioned Activities” (<http://www.asu.edu/aad/manuals/acd/acd304-02.html>) will not be accommodated unless the instructor is alerted in advance such absences (advance notice = at least 72 hours).

- Be present for class.
- **Do not** expect to receive a passing grade for this course if you do not attend class on a regular basis.
- You **are** responsible for material covered during class or included in assignments regardless of whether you are in class or not.

- Students who attend classes regularly have been consistently shown to perform better than students who do not. The truth of that statement may be obvious, but students do not always adhere to it.
- The concepts in this course are difficult to comprehend when you are first introduced to the subject. Class attendance may help provide better understanding.

Keep all assignments and exams in-case there is a problem with your grade.

Drop and Add Dates/Withdrawals

It is the responsibility of the student to withdraw from this class. This course adheres to a standard schedule and may be part of a sequenced program, therefore, there is a limited timeline to **drop or add the course**. Withdrawal date deadlines can be found in the schedule of classes at **www.asu.edu**. Anyone that does not complete their assignments and exams and does not withdraw from the class will receive an 'E' grade. Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the ASU policies: **Withdrawal from Classes**, **Medical/Compassionate Withdrawal**, and a **Grade of Incomplete**.

Grade Appeals

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the University Policy for Student Appeal Procedures on Grades. Here is the link to the ASU process - <https://catalog.asu.edu/appeal>

Classroom Etiquette

Cell phones and pagers and iPod type devices must be turned off during class instruction. Please arrive on time and listen respectfully while the instructor or other class members are speaking. Taping of lectures is not allowed unless you receive special permission from the instructor. Food and drink are not permitted in the classroom. **Disruptive behavior will not** be tolerated! If your behavior is unacceptable, you will be asked to leave the room. Repeated offenders will be referred to the Dean for appropriate disciplinary action. Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior.

No Generative AI Use Permitted

In this course, all assignments must be completed by the student. Artificial Intelligence (AI), including ChatGPT and other related tools used for creating of text, images, computer code, audio, or other media, are not permitted for use in any work in this class. Use of these generative AI tools will be considered a violation of the ASU Academic Integrity Policy, and students may be sanctioned for confirmed, non-allowable use in this course.