Course Description: This course covers the major areas on the CompTIA A+ certification exam and helps prepare the student to take the A+ certification exam.

Textbooks: All-In-One CompTIA A+ Certification Exam Guide, Seventh Edition, by Mike Meyers

Cheating: Policies regarding cheating may be found under the heading of “Academic Integrity” in the IVCC Student Handbook. Students should become familiar with these policies and abide by them. Working together on assignments is NOT ALLOWED!! Student peer tutors who are paid by the IVCC Tutoring Office are allowed with my previous permission – provided that they DO NOT do the assignments FOR YOU. Cheating on an assignment will result in partial credit for the first offense and a zero for the second offense. The IVCC administration will be notified of the second offense.

Withdraw: Students need to notify the instructor in order to withdraw from the course. The last date for withdrawal for the Fall 2010 Semester is November 9, 2010. Failure of the student to notify the instructor will lead to the assignment of a letter grade at the conclusion of the course based on the work completed and not completed. Withdrawal from a course will affect financial aid. Students who receive financial aid should see an advisor in the Financial Aid office before withdrawing from a course.

Grades: Final grades will be assigned based upon the student’s accumulated points. Points will be awarded for the final exam and weekly quizzes. Grading is done objectively taking only the work completed into consideration. The grade book is kept on Blackboard and can be viewed by you so you know where you stand in the class at all times. I wait to grade all assignments until the due date has passed. I try to grade
assignments within a week of the due date (I’ll communicate exceptions to this rule via email.) Letter grades will be assigned using the following scale:

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

Other:

1. **LATE ASSIGNMENTS.** Each assignment will be given a due date and time. You MUST turn in the assignment before that date and time. This semester, I will accept ONE late assignment ONE day late (One day = 24 hours). No penalty will be assessed for this late assignment. ALL other late assignments will be given a zero. There are no exceptions. There are no “acceptable excuses” for late assignments. Please budget your time so that you are not doing homework at the last minute and you allow “buffer time” for when the technology is not working correctly or other “life emergencies” occur.

2. I do extensive communication via the Internet and Blackboard. Blackboard announcements and email will be used. Make sure your correct email address is entered into your Blackboard profile. (You’ll be shown how to do this in class.)

3. If you are a student with a documented cognitive, physical or psychiatric disability (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, and others) you may be eligible for academic support services such as extended test time, texts on disc, note taking services, etc... If you are interested in learning if you can receive these academic support services, please contact either Tina Hardy (tina_hardy@ivcc.edu, or 224-0284) or Judy Mika (Judy_Mika@ivcc.edu or 224-0350), or stop by the Disability Services Office in B-204.