

## **Information Technology Program IT2020 Laboratory Instructor's Management Guide**

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## **About this Instructor's Management Guide**

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This *IT2020 Laboratory Instructor's Management Guide* contains information on setting up and running an IT2020 laboratory that uses the ClassAct computer managed learning system. It includes module details tables and an IT2020 class rotation plan to help in the structuring of the course.

This guide should be used in conjunction with the Instructor's Guides supplied with the individual IT2020 modules. Each Instructor's Guide contains specific instructions for installing the module, together with background information on the module content and correct responses to all questions that the student is required to answer.

Information on setting up and running the *ClassAct* computer managed learning system is contained in the guide supplied with the *ClassAct* software. This contains tutorials on the facilities available in the *ClassAct* system and should be referred to for information on using *ClassAct* in the IT2020 Laboratory.



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## **IT2020 Program - An Introduction**

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### **About the Program**

IT2020 is an integrated delivery system that has been designed to provide your students with new and challenging learning opportunities in information technology.

Through the use of student-centered, mixed-media laboratory assignments containing hands-on investigations and supporting theory, the IT2020 program provides a structured approach to meeting the training needs of Information Technology (IT).

A typical IT2020 program is based on four learning 'pods' and a comprehensive set of core instructional modules.

### **The Learning Pods**

Each of the four learning 'pods' covers a different area of the IT curriculum. The pods are identified as follows:

#### **Hardware Pods:**

- ISS - Information Support and Services
- NS - Network Services

#### **Software Pods:**

- PSD - Programming and Software Development
- IM - Interactive Media

## The Study Modules

Each pod comprises four workstations, and each workstation contains a single study module. These study modules are listed below:

### **Information Support and Services**

ISS1 Computer Maintenance and Upgrading

ISS2 Computer Troubleshooting

ISS3 Investigating Computers

ISS4 Electronics Technology

### **Network Services**

NS1 Network Configuration

NS2 Network Administration

NS3 Working with the Internet

NS4 Electronics Communications

### **Programming and Software Development**

PSD1 Computer Programming

PSD2 Computer Applications

PSD3 Computer Aided Publishing

PSD4 Web Page Design

### **Interactive Media\***

IM1 Digital Sound

IM2 Digital Photography

IM3 Multimedia Production

IM4 Graphics and Animation

IM5 Digital Video Production

\*Any four of the five listed IM modules may be used in this pod.

Each module is divided into four stages of study, known as Levels:

<i>Level #</i>	<i>Level Name</i>	<i>Duration</i>
1	Introduction	5 hours
2	Expansion	5 hours
3	Specialization	15 hours
4	Further Specialization	15 hours

*Table 1*

Levels 1 and 2 are used in the *Introductory Phase* of the IT2020 program, while Levels 3 and 4 are used in the *Specialization Phase*.

**The Introductory Phase**

The Introductory Phase of the program has been designed to provide students with a taste of the subject matter in each module. During this phase students will work through Levels 1 and 2 of *all* modules, typically in pairs.

To understand how the Introductory Phase works, refer to Figure 1 below.

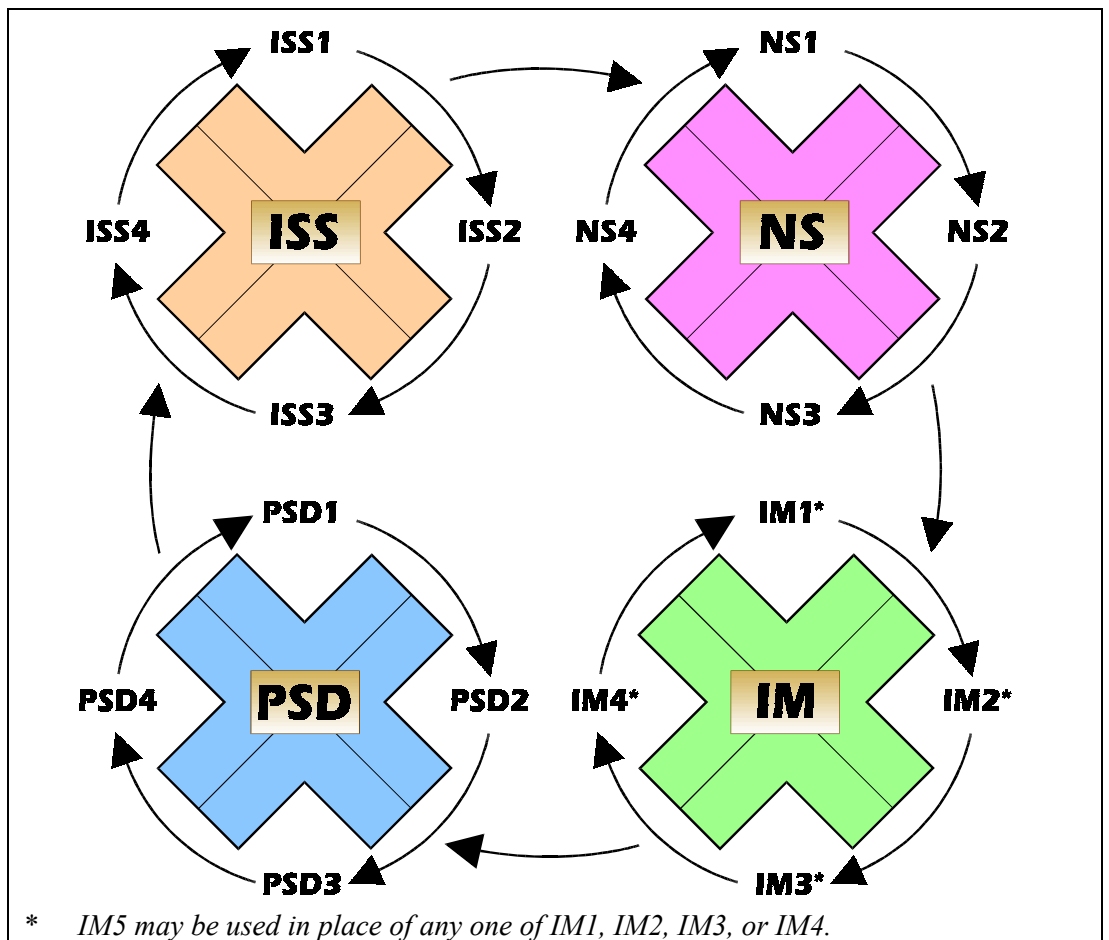


Figure 1 – Rotating around the IT2020 workstations

Each student (or pair of students) is initially assigned to one workstation of one pod. The choice of this initial workstation is completely arbitrary, as there is no required sequence in which the modules must be studied.

Students then carry out the 5 hours of work contained in Level 1 of the module at that workstation. On completing Level 1, students then rotate to the next workstation of their current pod (see Figure 1 above). They then spend the next 5 hours completing Level 1 of the module at this new workstation.

This process is repeated until students have completed Level 1 of all four modules at their current pod. At this point they move on to the next pod and rotate through a further four modules at Level 1.

The rotation continues in this way until all students have completed Level 1 of all four modules at all four pods. This will be accomplished after approximately 80 (16 x 5) hours of study.

Once all modules have been completed at Level 1, students return to the workstation to which they were initially assigned, and carry out 5 hours of work at Level 2.

A second rotation now takes place as students rotate through all sixteen modules at Level 2, carrying out 5 hours of work at each station. This rotation will be completed after a further 80 hours of study, at which time students will have completed the Introductory Phase of the program.

The Introductory Phase of the IT2020 program therefore takes a total of 160 hours to complete. A full Rotation Plan for the Introductory Phase is provided later in this manual.

## **The Specialization Phase**

On completion of the Introductory Phase, students will have sufficient experience of all modules of the IT2020 program to decide whether they wish to follow a hardware or a software specialization.

During the Specialization Phase, students following a hardware specialization will work at the hardware pods (ISS and NS) only. Similarly, students who opt for the software specialization will only carry out work at the software pods (PSD and IM).

Unlike the Introductory Phase where students always rotate after completing 5 hours of work, not all students will rotate at the same point in time during the Specialization Phase. This is because the Specialization Phase of some modules requires students to rotate after 5 hours of work, while other modules require them to complete 15 hours of work before rotating. The rotation plan for the Specialization Phase will ensure that students rotate through the program at the correct points in time; the instructor simply needs to follow the rotation plan provided.

In the first part of the Specialization Phase, students complete 15 hours of work on each module at Level 3. As mentioned above, depending on the module students may carry out this work in a single 15-hour block or as three separate 5-hour study sessions. The completion of Level 3 for all eight specialization modules requires a total of 120 (8 x 15) hours of study.

During the second part of the Specialization Phase, students complete 15 hours of work on each module at Level 4. Again, depending on the module, students may carry out this work in a single 15-hour block or as three separate 5-hour study sessions. The completion of Level 4 for all eight specialization modules requires a further 120 hours of study.

The Specialization Phase of the IT2020 Program therefore takes a total of 240 hours to complete.

### **Completing a Second Area of Specialization**

Once a student has completed their chosen specialization (hardware or software), they may if they wish carry out a further 240 hours of work to complete the other area of specialization.

### **IT Core Modules**

A range of additional 'IT Core' modules has been designed to provide enrichment activities for students. These IT Core modules do not form part of the rotation plan. They are intended to be used in two ways:

1. As a source of enrichment activities for students who complete a learning Level ahead of the other students in their group.
2. For supporting studies that take place outside of the main rotational program.

The following IT Core modules are available:

ITC2 Office Software-1  
ITC3 Office Software-2  
ITC4 Office Software-3  
ITC5 Employability Skills  
ITC6 Customer Relations  
ITC7 Entrepreneurship-1  
ITC8 Entrepreneurship-2  
ITC9 A+ Certification Test Preparation



## **IT2020 Program - Managing the Learning**

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### **The ClassAct Computer Managed Learning System**

All IT2020 modules are specifically designed for use with the *ClassAct* computer managed learning system, with students running laboratory assignments from the Workstation Launcher.

As students progress through each module, the *ClassAct* management system monitors their progress and records their responses to questions.

Each module has pre-defined competence objectives to which all questions are linked. The *ClassAct* system then allows you to generate reports to assess the student's understanding of the module based on these competence objectives.

For more information about the *ClassAct* computer managed learning system, please refer to the user information supplied with the *ClassAct* software.

### **Lesson Module Numbers**

A unique *lesson module number* is associated with each phase (Introductory and Specialization) of each rotational IT2020 module. This lesson module number is used to identify, to the *ClassAct* management system, the module and phase that each student is currently working on.

The *ClassAct* management system also identifies each IT core module by its own lesson module number.

The lesson module numbers used in the IT2020 program are listed on the following page.

<b>ISS - Information Support and Services</b>		<i>Introductory</i>	<i>Specialization</i>
ISS1	Computer Maintenance and Upgrading	71.66	55.06
ISS2	Computer Troubleshooting	71.65	55.05
ISS3	Investigating Computers	71.67	55.07
ISS4	Electronics Technology	71.33	73.33

<b>NS - Network Services</b>		<i>Introductory</i>	<i>Specialization</i>
NS1	Network Configuration	71.62	73.62
NS2	Network Administration	71.63	73.63
NS3	Working with the Internet	71.64	73.64
NS4	Electronics Communications	71.20	73.20

<b>PSD - Programming and Software Development</b>		<i>Introductory</i>	<i>Specialization</i>
PSD1	Computer Programming	71.60	73.60
PSD2	Computer Applications	71.22	73.22
PSD3	Computer Aided Publishing	71.23	73.23
PSD4	Web Page Design	71.61	73.61

<b>IM - Interactive Media*</b>		<i>Introductory</i>	<i>Specialization</i>
IM1	Digital Sound	71.21	73.21
IM2	Digital Photography	71.38	73.38
IM3	Multimedia Production	71.32	73.32
IM4	Graphics and Animation	71.30	73.30
IM5	Digital Video Production	71.40	73.40

\* Any four of the five listed IM modules may be used in this pod.

<b>ITC - IT Core</b>		
ITC2	Office Software Applications-1	43.15
ITC3	Office Software Applications-2	43.25
ITC4	Office Software Applications-3	43.35
ITC5	Employability Skills	42.17
ITC6	Customer Relations	42.27
ITC7	Entrepreneurship-1	42.37
ITC8	Entrepreneurship-2	42.47
ITC9	A+ Certification Test Preparation	55.08

## Structure of a Typical Module

At the start of each new Level of a rotational module, students normally undertake a *Pre-test Quiz*. This is intended to test the students' knowledge before they work through the assignments at that Level.

Following the Pre-test Quiz, students will carry out a number of *practical assignments*. A typical practical assignment will contain a mixture of hands-on investigation, supporting theory and questions that are tracked by the ClassAct management system. Depending on the module, a practical assignment may take the student between 60 and 90 minutes to complete.

On completion of each Level, students will be directed to a *Post-test Quiz*. This is a similar test that, through comparison with the results of the Pre-test Quiz, allows the instructor to evaluate the knowledge gained by each student.

In the case of the IT core modules, a Pre-test Quiz is provided at the start of the module, and a Post-test Quiz is given at the end.

## Rotational Module Structures

The following pages provide detailed information on the structure of each rotational IT2020 module. This information includes:

- The lesson module numbers used in the Introductory and Specialization Phases.
- The required duration of study for each Level of the module.
- A numbered assignment sequence for each Level of the program. Where appropriate, this sequence may include an Introduction to the topic, a Pre-test Quiz and a Post-test Quiz, in addition to the practical assignments themselves. The student should aim to complete *all* of the assignments listed for a Level within the time allocated for that Level.

Please note that Levels 3 and 4 of the ISS1, ISS2 and ISS3 modules are each divided into three parts. Each part is designated with a suffix A, B or C. The division of Levels 3 and 4 allows students at these modules to rotate after every 5 hours of work. This ensures that student interest is maintained through regularly varying learning experiences in the areas of computer operation and maintenance.

In the case of all other IT2020 modules, the later assignments at Levels 3 and 4 require the student to build on their achievements in earlier assignments. Continuity within each Level is therefore important, so students at these modules will not be expected to rotate until they reach the end of their current learning Level - that is, after completing 15 hours of work.

**ISS1 - Computer Maintenance and Upgrading**

**Introductory Phase**  
Module 71.66 (OSM)

**Specialization Phase**  
Module 55.06 (CAI)

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1 2 3 4 5, 25
2 (5 hrs)	42, 24, 6 7 8 9 10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3A (5 hrs)	41 1 2 3	4A (5 hrs)	11 12 13 14
3B (5 hrs)	4 5 6	4B (5 hrs)	15 16 17
3C (5 hrs)	7 8 9 10	4C (5 hrs)	18 19 20 42

**ISS2 - Computer Troubleshooting**

**Introductory Phase**  
Module 71.65 (OSM)

**Specialization Phase**  
Module 55.05 (CAI)

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1 2 3 4 5, 25
2 (5 hrs)	42, 24, 6 7 8 9 10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3A (5 hrs)	41 1 2 3	4A (5 hrs)	11 12 13 14
3B (5 hrs)	4 5 6	4B (5 hrs)	15 16 17
3C (5 hrs)	7 8 9 10	4C (5 hrs)	18 19 20 42

**ISS3 - Investigating Computers**

**Introductory Phase**  
Module 71.67 (OSM)

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

**Specialization Phase**  
Module 55.07 (CAI)

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3A (5 hrs)	41	4A (5 hrs)	11
	1		12
	2		13
	3		14
3B (5 hrs)	4	4B (5 hrs)	15
	5		16
	6		17
3C (5 hrs)	7	4C (5 hrs)	18
	8		19
	9		20
	10		42

**ISS4 - Electronics Technology**

**Introductory Phase**  
Module 71.33 (OSM)

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

**Specialization Phase**  
Module 73.33

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
15, 65	30, 66		

**NS1 - Network Configuration**

**Introductory Phase**  
Module 71.62 (OSM)

**Specialization Phase**  
Module 73.62

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1		63, 1		64, 16
	2		2		17
	3		3		18
	4		4		19
	5, 25		5		20
2 (5 hrs)	42, 24, 6	3 (15 hrs)	6	4 (15 hrs)	21
	7		7		22
	8		8		23
	9		9		24
	10, 26		10		25
			11		26
			12		27
			13		28
			14		29
			15,65		30, 66

**NS2 - Network Administration**

**Introductory Phase**  
Module 71.63 (OSM)

**Specialization Phase**  
Module 73.63

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1		63, 1		64, 16
	2		2		17
	3		3		18
	4		4		19
	5, 25		5		20
2 (5 hrs)	42, 24, 6	3 (15 hrs)	6	4 (15 hrs)	21
	7		7		22
	8		8		23
	9		9		24
	10, 26		10		25
			11		26
			12		27
			13		28
			14		29
			15,65		30, 66

**NS3 - Working with the Internet**

**Introductory Phase**  
Module 71.64 (OSM)

**Specialization Phase**  
Module 73.64

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
	15,65		30, 66

**NS4 - Electronic Communications**

**Introductory Phase**  
Module 71.20 (OSM)

**Specialization Phase**  
Module 73.20

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
	15,65		30, 66

**PSD1 - Computer Programming**

**Introductory Phase**

Module 71.60 (OSM)

**Specialization Phase**

Module 73.60

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
15,65	30, 66		

**PSD2 - Computer Applications**

**Introductory Phase**

Module 71.22 (OSM)

**Specialization Phase**

Module 73.22

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
15,65	30, 66		

**PSD3 - Computer Aided Publishing**

**Introductory Phase**  
Module 71.23 (OSM)

**Specialization Phase**  
Module 73.23

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
	15,65		30, 66

**PSD4 - Web Page Design**

**Introductory Phase**  
Module 71.61 (OSM)

**Specialization Phase**  
Module 73.61

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
	15,65		30, 66

**IM1 - Digital Sound**

**Introductory Phase**

Module 71.21 (OSM)

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

**Specialization Phase**

Module 73.21

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
15,65	30, 66		

**IM2 - Digital Photography**

**Introductory Phase**

Module 71.38 (OSM)

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

**Specialization Phase**

Module 73.38

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
15,65	30, 66		

**IM3 - Multimedia Production**

**Introductory Phase**  
Module 71.32 (OSM)

**Specialization Phase**  
Module 73.32

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
	15,65		30, 66

**IM4 - Graphics and Animation**

**Introductory Phase**  
Module 71.30 (OSM)

**Specialization Phase**  
Module 73.30

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1
	2
	3
	4
	5, 25
2 (5 hrs)	42, 24, 6
	7
	8
	9
	10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
3 (15 hrs)	63, 1	4 (15 hrs)	64, 16
	2		17
	3		18
	4		19
	5		20
	6		21
	7		22
	8		23
	9		24
	10		25
	11		26
	12		27
	13		28
	14		29
	15,65		30, 66

**IM5 - Digital Video Production**

**Introductory Phase**  
Module 71.40 (OSM)

**Specialization Phase**  
Module 73.40

<i>Level</i>	<i>Assignments</i>
1 (5 hrs)	41, 23, 1 2 3 4 5, 25
2 (5 hrs)	42, 24, 6 7 8 9 10, 26

<i>Level</i>	<i>Assignments</i>	<i>Level</i>	<i>Assignments</i>
	63, 1 2 3 4 5 6		64, 16 17 18 19 20 21
3 (15 hrs)	7 8 9 10 11 12 13 14 15,65	4 (15 hrs)	22 23 24 25 26 27 28 29 30, 66

**IT Core Modules**

**ITC1 – Introduction to  
Computer Based Learning**  
Module 71.36

<i>Duration</i>	<i>Assignments</i>
<i>5 hrs</i>	41, 21, 1
	2
	3
	4
	5, 22

**ITC2 - Office Software-1**

Module 43.15 or 71.72 (Word2002)

<i>Duration</i>	<i>Assignments</i>
<i>30 Hours</i>	31, 1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
	21
	22
	23
	24
	25
	26
	27
	28
	29
30,41,42	

**ITC3 - Office Software-2**

Module 43.25 or 71.73 (Excel2002)

<i>Duration</i>	<i>Assignments</i>
<i>30 Hours</i>	31, 1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
	21
	22
	23
	24
	25
	26
	27
	28
	29
30,41,42	

**ITC4 - Office Software-3**

Module 43.35 or 71.74 (Access2002)

<i>Duration</i>	<i>Assignments</i>
<i>30 Hours</i>	31, 1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
	21
	22
	23
	24
	25
	26
	27
	28
	29
30,41,42	

**ITC5 - Employability Skills**

Module 42.17

<i>Duration</i>	<i>Assignments</i>
<i>30 Hours</i>	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20, 41,42

**ITC6 - Customer Relations**

Module 42.27

<i>Duration</i>	<i>Assignments</i>
<i>30 Hours</i>	1
	2
	3
	4
	5
	6
	7
	8
	9
	10,41,42

**ITC7 - Entrepreneurship-1**

Module 42.37

<i>Duration</i>	<i>Assignments</i>
<i>30 Hours</i>	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
15,41,42	

**ITC8 - Entrepreneurship-2**

Module 42.47

<i>Duration</i>	<i>Assignments</i>
<i>30 Hours</i>	31, 1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
15,41,42	

**ITC9 - A+ Certification Test Prep**

Module 55.18

<i>Duration</i>	<i>Assignments</i>
<i>6 Hours</i>	1
	2
	3
	4

## Getting Started

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### IT2020 Rotation Plans

The pages at the end of this section provide detailed rotation plans for the learning Levels of the IT2020 program.

When studying a rotation plan, please note that:

- Each row of the plan represents 5 hours of study.
- The first column allows the instructor to identify the current 5-hour study session.
- The columns labeled Group 1 through Group 16 represent the individual student groups (a 'group' may contain one or two students).

For a given 5-hour study session, the rotation plan indicates which module each student group are to work on and the required Level of study.

For example, suppose student Group 7 is working at Level 1. To find out which module they are to study during study session 11:

- Turn to the Level 1 rotation plan.
- Select the *column* headed 'Group 7'.
- Selected the *row* corresponding to study session 11.
- Read the contents of the box at the intersection between the selected row and column.

In this example, Group 7 should be studying module PSD1 at Level 1 during study session 11.

### *Inventory / Loading an Assignment Sheet*

A laminated sheet is provided with each rotational IT2020 module. This sheet, which should be prominently displayed at the student workstation, has two purposes:

- The *Inventory* side of the sheet provides a complete list of the equipment that should be present at that workstation in order for students to use the IT2020 module.
- The *Loading an Assignment* side of the sheet identifies the lesson module and the sequence of assignment numbers that a student must load in order to study at each learning Level (For the instructor's benefit, this information is also provided in the previous section of this Instructor's Management Guide, *Managing the Learning*, under the heading *Rotational Module Structures*).

The *Loading an Assignment* side of the sheet also shows the student how to load an assignment using the ClassAct student workstation launcher software.

Let us take our previous example of student Group 7, who should be studying module PSD1 at Level 1. The *Loading an Assignment* sheet (or the *Managing the Learning* section of this Instructor's Management Guide) indicates that the student(s) in this group should load the following assignments of Module 71.60 (OSM), in the order specified, at the PSD1 student workstation:

41, 23, 1  
2  
3  
4  
5, 25

The five rows of numbers show that for module PSD1, the 5 hours of work at Level 1 are divided into five roughly equal parts, each part taking approximately one hour to complete.

The grouping of assignments 41, 23 and 1 on a single line implies that students should be able to carry out all of these assignments in one hour (only assignment 1 is a practical assignment, the others are an introduction to the topic and a short Pre-test Quiz).

Assignments 2, 3 and 4 in this example would be expected to take approximately one hour each to complete, while the grouping of assignments 5 and 25 on one line implies that students should be able to carry out both assignments in one hour (assignment 25 is a short Post-test Quiz).



## Introductory Phase - Level 2 (80 hours)

<i>Study Session</i>	<i>Hours</i>	<i>Group 1</i>	<i>Group 2</i>	<i>Group 3</i>	<i>Group 4</i>	<i>Group 5</i>	<i>Group 6</i>	<i>Group 7</i>	<i>Group 8</i>	<i>Group 9</i>	<i>Group 10</i>	<i>Group 11</i>	<i>Group 12</i>	<i>Group 13</i>	<i>Group 14</i>	<i>Group 15</i>	<i>Group 16</i>
1	5	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2	NS1 Level 2	NS2 Level 2	NS3 Level 2	NS4 Level 2	IM1 Level 2	IM2 Level 2	IM3 Level 2	IM4 Level 2	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2
2	5	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2	NS2 Level 2	NS3 Level 2	NS4 Level 2	NS1 Level 2	IM2 Level 2	IM3 Level 2	IM4 Level 2	IM1 Level 2	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2
3	5	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2	NS3 Level 2	NS4 Level 2	NS1 Level 2	NS2 Level 2	IM3 Level 2	IM4 Level 2	IM1 Level 2	IM2 Level 2	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2
4	5	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2	NS4 Level 2	NS1 Level 2	NS2 Level 2	NS3 Level 2	IM4 Level 2	IM1 Level 2	IM2 Level 2	IM3 Level 2	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2
5	5	NS1 Level 2	NS2 Level 2	NS3 Level 2	NS4 Level 2	IM1 Level 2	IM2 Level 2	IM3 Level 2	IM4 Level 2	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2
6	5	NS2 Level 2	NS3 Level 2	NS4 Level 2	NS1 Level 2	IM2 Level 2	IM3 Level 2	IM4 Level 2	IM1 Level 2	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2
7	5	NS3 Level 2	NS4 Level 2	NS1 Level 2	NS2 Level 2	IM3 Level 2	IM4 Level 2	IM1 Level 2	IM2 Level 2	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2
8	5	NS4 Level 2	NS1 Level 2	NS2 Level 2	NS3 Level 2	IM4 Level 2	IM1 Level 2	IM2 Level 2	IM3 Level 2	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2
9	5	IM1 Level 2	IM2 Level 2	IM3 Level 2	IM4 Level 2	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2	NS1 Level 2	NS2 Level 2	NS3 Level 2	NS4 Level 2
10	5	IM2 Level 2	IM3 Level 2	IM4 Level 2	IM1 Level 2	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2	NS2 Level 2	NS3 Level 2	NS4 Level 2	NS1 Level 2
11	5	IM3 Level 2	IM4 Level 2	IM1 Level 2	IM2 Level 2	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2	NS3 Level 2	NS4 Level 2	NS1 Level 2	NS2 Level 2
12	5	IM4 Level 2	IM1 Level 2	IM2 Level 2	IM3 Level 2	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2	NS4 Level 2	NS1 Level 2	NS2 Level 2	NS3 Level 2
13	5	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2	NS1 Level 2	NS2 Level 2	NS3 Level 2	NS4 Level 2	IM1 Level 2	IM2 Level 2	IM3 Level 2	IM4 Level 2
14	5	PSD2 Level 2	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2	ISS2 Level 2	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2	NS2 Level 2	NS3 Level 2	NS4 Level 2	NS1 Level 2	IM2 Level 2	IM3 Level 2	IM4 Level 2	IM1 Level 2
15	5	PSD3 Level 2	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2	ISS3 Level 2	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2	NS3 Level 2	NS4 Level 2	NS1 Level 2	NS2 Level 2	IM3 Level 2	IM4 Level 2	IM1 Level 2	IM2 Level 2
16	5	PSD4 Level 2	PSD1 Level 2	PSD2 Level 2	PSD3 Level 2	ISS4 Level 2	ISS1 Level 2	ISS2 Level 2	ISS3 Level 2	NS4 Level 2	NS1 Level 2	NS2 Level 2	NS3 Level 2	IM4 Level 2	IM1 Level 2	IM2 Level 2	IM3 Level 2

Further Rotation Plans will be added to this Laboratory Management Guide as Levels 3 and 4 of the IT2020 program are released.