This course supports the assessments for WFV1. The course covers 4 competencies and represents 3 competency units.

**Introduction**

**Overview**

IT Fundamentals I is the first IT course in the IT program and all IT students must take it. This course introduces a broad range of IT topics such as e-commerce (Internet Business Foundations), website development (Site Development Foundations), and networks (Network Technology Foundations). This course does three things:

- It ensures that all IT students begin with a minimum skill and knowledge set.
- It helps those with little or no experience decide whether IT is an appropriate career choice.
- It helps fill educational holes for those who already have experience.

When finished acquiring the competencies associated with IT Fundamentals I, students will have in hand the first of several industry certifications: the CIW Web Foundations Associate.

Watch the following video introduction for this course:

**Competencies**

This course provides guidance to help you demonstrate the following 4 competencies:

- **Competency 417.1.1: Networked Resources**
  The graduate demonstrates a basic working knowledge of networked resources.
- **Competency 417.1.2: Hardware/Software and Internet**
  The graduate describes the role and basic functioning of hardware and software needed for Internet business.
- **Competency 417.1.3: Websites**
  The graduate organizes and produces a simple but functioning website.
- **Competency 417.1.4: Advanced Web Technologies**
  The graduate demonstrates knowledge of web browser function, use, configuration, and customization.

**Course Mentor Assistance**

As you prepare to successfully demonstrate competency in this subject, remember that course mentors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course mentors are excited to hear from you and eager to work with you.

Successful students report that working with a course mentor is the key to their success. Course mentors are able to share tips on approaches, tools, and skills that can help you apply the content you're studying. They also provide guidance in assessment preparation strategies and
troubleshoot areas of deficiency. Even if things don’t work out on your first try, course mentors act as a support system to guide you through the revision process. You should expect to work with course mentors for the duration of your coursework, so you are welcome to contact them as soon as you begin. Course mentors are fully committed to your success!

Preventing for Success

The information in this section is provided to detail the resources available for you to use as you complete this course.

Learning Resources

The learning resources listed in this section are required to complete the activities in this course. For many resources, WGU has provided automatic access through the course. However, you may need to manually enroll in or independently acquire other resources. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner. Automatically Enrolled Resources

You can access the learning resources listed in this section by clicking on the links provided throughout the course. You may be prompted to log in to the WGU student portal to access the resources.

Certification Partners

You will access the following resources at the activity level within this course:

- Internet Business Associate v2.0
- Network Technology Associate v2.0
- Site Development Associate v2.0

You have the option to purchase a hardcopy version of the text. To do so, please call CIW’s Customer Service Dept. at 800-228-1027.

Information Technology Fundamentals Learning Community

Visit the Information Technology Fundamentals Learning Community for the opportunity to discuss this course with other students, read important announcements, and obtain any documents that may be available.

WGU Pre-Assessment

For information on the preassessment, watch the following video:

The preassessment assesses your knowledge of the content covered in this course. Your
performance on this assessment will help you gauge your current knowledge and help you determine in which areas you need to focus when studying for the exam. You are recommended to view this Study Strategy document.

To take the preassessment for each section, starting with the Internet Business Associate v2.0 learning resource, click the following menu item:

- IBA Pre-Assessment

This practice exam consists of randomly selected questions covering each section: Internet Business Associate, Site Development Associate and Network Technology Associate. You will have 90 minutes to take each test.

You can review the questions you missed after you take the practice exam. The review portion will help you study any material you missed.

You can also take any of the practice exams and quizzes as many times as you need; your score will not be saved, but a ‘pass or fail’ result will. If you want to save a quiz review, you will have to capture and copy a screen shot.

**Pacing Guide**

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested timeframe.

- Pacing Guide: IT Fundamentals I

*Note: This pacing guide does not replace the course. Please continue to refer to the course for a comprehensive list of the resources and activities.*

**Web Development Fundamentals**

This course is divided into 3 subject areas that will help you understand the concepts needed to support IT technologies (Internet Business Associate), create websites (Site Development Associate), and support the networks that connect IT technologies (Network Technology Associate).

The lessons provided in the activities that follow all have basically the same structure; therefore, rather than repeat the suggested study process for each lesson, it is outlined for you below. When you see the words, “Complete the study process...” the following seven steps are what is intended:

1. Read the Objectives.
2. Take the Pre-assessment at the start of each lesson.
3. Read the content and view available movie clips. If there are labs (not all lessons have them), perform them as they appear. See the Lab Intro and Setup video located below. The Site Development Associate subject has individual lab videos listed for each
lesson. You must return to this Study Plan for the link to each video.
4. Try your hand at any CIW Online Resources included in the lesson, especially the Course Mastery at the end of the lesson.
5. Read the lesson summary at the end of each lesson.
6. Take the CIW Practice Exams found at the end of each lesson.

Optionally, give the Case Study a try, and read the supplemental material section.

Note: Do not proceed to the next lesson until you are able to pass the online Course Mastery lesson review and Practice Exams.

Lab Intro and Setup

Note: View the video in full screen at 720p for best results.

Internet Business Associate v2.0 Self-Study Kit
Today, Internet business drives the need for much of what IT does; therefore, it is important to understand Internet business and its supporting technologies.

This topic addresses the following competency:

- Competency 417.1.2: Hardware/Software and Internet
  The graduate describes the role and basic functioning of hardware and software needed for Internet business.

Lesson 1: Introduction to IT Business and Careers

Complete the study process for the lesson in the Internet Business Associate v2.0 learning resource:

- lesson 1 ("Introduction to IT Business and Careers")

Lesson 2: Internet Communications

Complete the study process for the lesson in the Internet Business Associate v2.0 learning resource:

- lesson 2 ("Internet Communications")

Lesson 3: Introduction to Internet Technology

Complete the study process for the lesson in the Internet Business Associate v2.0 learning resource:

- lesson 3 ("Introduction to Internet Technology")

Lesson 4: Web Browsing

Complete the study process for the lesson in the Internet Business Associate v2.0 learning resource:
resource:

- lesson 4 ("Web Browsing")

**Lesson 5: Multimedia on the Web**

Complete the study process for the lesson in the [Internet Business Associate v2.0](https://example.com/internet-business-associate) learning resource:

- lesson 5 ("Multimedia on the Web")

**Lesson 6: Databases and Web Search Engines**

Complete the study process for the lesson in the [Internet Business Associate v2.0](https://example.com/internet-business-associate) learning resource:

- lesson 6 ("Databases and Web Search Engines")

**Lesson 7: Business E-Mail and Personal Information Management**

Complete the study process for the lesson in the [Internet Business Associate v2.0](https://example.com/internet-business-associate) learning resource:

- lesson 7 ("Business E-Mail and Personal Information Management")

**Lesson 8: Protecting Yourself Online**

Complete the study process for the lesson in the [Internet Business Associate v2.0](https://example.com/internet-business-associate) learning resource:

- lesson 8 ("Protecting Yourself Online")

**Lesson 9: Internet Services and Tools**

Complete the study process for the lesson in the [Internet Business Associate v2.0](https://example.com/internet-business-associate) learning resource:

- lesson 9 ("Internet Services and Tools")

**Lesson 10: IT Project and Program Management**

Complete the study process for the lesson in the [Internet Business Associate v2.0](https://example.com/internet-business-associate) learning resource:

- lesson 10 ("IT Project and Program Management")

**Network Technology Foundations Self-Study Kit**

Networking is at the heart of online technologies. The following lessons will explain types of networks and the network protocols involved in using the Internet.

This topic addresses the following competency:
Competency 417.1.1: Networked Resources
The graduate demonstrates a basic working knowledge of networked resources.

Lesson 1: Introduction to Networking

Complete the study process for the lesson in the Network Technology Associate v2.0 learning resource:

- lesson 1 ("Introduction to Networking")

Lesson 2: Networking Components and Standards

Complete the study process for the lesson in the Network Technology Associate v2.0 learning resource:

- lesson 2 ("Networking Components and Standards")

Lesson 3: Connecting to the Network

Complete the study process for the lesson in the Network Technology Associate v2.0 learning resource:

- lesson 3 ("Connecting to the Network")

Lesson 4: Internet Services

Complete the study process for the lesson in the Network Technology Associate v2.0 learning resource:

- lesson 4 ("Internet Services")

Lesson 5: Hardware and Device Connectivity

Complete the study process for the lesson in the Network Technology Associate v2.0 learning resource:

- lesson 5 ("Hardware and Device Connectivity")

Lesson 6: Network and Cloud Security Risks

Complete the study process for the lesson in the Network Technology Associate v2.0 learning resource:

- lesson 6 ("Network and Cloud Security Risks")

Site Development Foundations Self-Study Kit

A proper website is critical to Internet business. You will learn about how websites are developed and you will learn about some of the markup languages necessary to build websites. The material in this section builds on itself; so do not ignore what you do not understand. Get help from the course mentor if necessary.

Doing the labs in each lesson is critical to succeeding with Site Development Foundations. If
you have not already viewed, or wish to review the Lab Intro and Setup video to prepare for the labs, it can be found in the "Web Development Fundamentals" section of this course.

This topic addresses the following competencies:

- Competency 417.1.3: Websites
  The graduate organizes and produces a simple but functioning website.
- Competency 417.1.4: Advanced Web Technologies
  The graduate demonstrates knowledge of web browser function, use, configuration, and customization.

Lesson 1: Markup Language and Site Development Essentials

Complete the study process for the lesson in the Site Development Associate v2.0 learning resource:

- lesson 1 ("Markup Language and Site Development Essentials")

View this video (Labs 1-1 and 1-2 have no video):

- Lab 1-3

Lesson 2: HTML5 Coding

Complete the study process for the lesson in the Site Development Associate v2.0 learning resource:

- lesson 2 ("HTML5 Coding")

All seven labs have associated videos:

- Lab 2-1
- Lab 2-2
- Lab 2-3
- Lab 2-4
- Lab 2-5
- Lab 2-6
- Lab 2-7

Lesson 3: Cascading Style Sheets (CSS) and Graphical Elements

Complete the study process for the lesson in the Site Development Associate v2.0 learning resource:

- lesson 3 ("Cascading Style Sheets (CSS) and Graphical Elements")

Of the nine labs in this lesson, only Lab 3-8 does not have an associated video:

- Lab 3-1
Lesson 4: Hyperlinks

Complete the study process for the lesson in the Site Development Associate v2.0 learning resource:

- lesson 4 ("Hyperlinks")

All four labs have associated videos:

- Lab 4-1
- Lab 4-2
- Lab 4-3
- Lab 4-4

Lesson 5: HTML Tables

Complete the study process for the lesson in the Site Development Associate v2.0 learning resource:

- lesson 5 ("HTML Tables")

Both labs have videos:

- Lab 5-1
- Lab 5-2

Lesson 6: Web Forms

Complete the study process for the lesson in the Site Development Associate v2.0 learning resource:

- lesson 6 ("Web Forms")

Of the seven labs in this lesson, Labs 6-1 and 6-7 have no video:

- Lab 6-1
- Lab 6-2
- Lab 6-3
- Lab 6-4
- Lab 6-5
- Lab 6-6

Lesson 7: Video, Audio and Image Techniques
Complete the study process for the lesson in the [Site Development Associate v2.0](#) learning resource:

- lesson 7 (“Video, Audio and Image Techniques”)

All six of the labs have videos:

- Labs 7-1 and 7-2
- Lab 7-3
- Lab 7-4
- Lab 7-5
- Lab 7-6

Lesson 8: Extending HTML

Complete the study process for the lesson in the [Site Development Associate v2.0](#) learning resource:

- lesson 8 (“Extending HTML”)

Of the six labs, Labs 8-5 and 8-6 do not have videos:

- Lab 8-1
- Lab 8-2
- Lab 8-3
- Lab 8-4

Lesson 9: GUI HTML Editors and Mobile Web Sites

Complete the study process for the lesson in the [Site Development Associate v2.0](#) learning resource:

- lesson 9 (“GUI HTML Editors and Mobile Web Sites”)

All of the labs are covered in one video:

- Lab 9-1

Lesson 10: Web Site Development for Business

Complete the study process for the lesson in the [Site Development Associate v2.0](#) learning resource:

- lesson 10 ("Web Site Development for Business")

There are no lab videos necessary for this lesson.

**Final Steps**
Congratulations on completing the activities in this course! This course has prepared you to complete the assessments associated with this course. If you have not already been directed to complete the assessments, schedule and complete your assessments now. As you await your exam date, use MeasureUp to solidify what you have learned, and review course material.

**First Attempt Checklist**

One of the many things that makes WGU unique is its competency-based education model. If you know the material, all you have to do is prove it by passing the exam. If you can do this, you can accelerate the receipt of your degree.

The following checklist will help you gauge your readiness for the first attempt of the IT Fundamentals I exam. To make sure you have the best chance possible to pass the exam on your first attempt, the following steps should be completed before you refer to take it:

1. Consistently (two or more times) pass the following exams with an 85% or higher:
   - Internet Business Associate Practice Exams
   - Network Technology Foundations Practice Exams
   - Site Development Foundations Practice Exams
2. Complete the Web Foundations Associate Practice Exam with a minimum score of 85%. This practice exam includes 90 questions of content taken from the three Self-Study Kits. (This exam can be found on the bottom of the menu on the left-hand side of any of the three Self-Study Kits you have studied during this course.)

Make sure to check your answers for each question and master each concept presented. You can take the practice exams as many times as you need to.

*Note: The practice exam will not save your answers, it only saves your ‘pass’ or ‘fail’ in the My Progress area. If you want to save your specific exam results, perform and save a screenshot.*

**Accessibility Policy**

Western Governors University recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and similar state laws. Western Governors University is committed to provide reasonable accommodation(s) to qualified disabled learners in University programs and activities as is required by applicable law(s). ADA Support Services serves as the principal point of contact for students seeking accommodations and can be contacted at ADASupport@wgu.edu. Further information on WGU’s ADA policy and process can be viewed in the student handbook at the following link:
Student Support

WGU values your input! Please submit any feedback you have using the following form:

Course Feedback

Access the WGU Library 24 hours a day, 7 days a week: