**Clyde C. Miller Career Academy**

**Every Student Career and College Ready**

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**Computer Connectivity**

**Career Development (63034-01)**

**Freshmen Syllabus 2014 - 2015**

Instructor: Micah Conner Class Period: 8th

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**Computer Connectivity Mission:**

The Clyde C. Miller Career Academy Computer Connectivity program strives to graduate I.T. technicians and professionals whose work is marked by excellence, and who bring to their professions and the communities of which they are members, the qualities of integrity, social responsibility, the exercise of judgment to new ideas, respect for difference, and enthusiasm for lifelong learning. Dedication to these pursuits will ensure success and growth opportunities for our technical students. This program is structured to develop leaders, promote teamwork and stay abreast of new technologies and business trends.

**Course Description:**

This rotation in the Introduction of Career Fields course will focus on the Information Technology industry. The students will be exposed to a broad overview of the industry and the career opportunities available within the industry.

To familiarize students with careers associated with the information technology industry. Enable students to identify basic skills, responsibilities and job duties within the information technology industry.

**Course Conceptual Outline:**

* Overview of the Information Technology Industry today
* History of the I.T. Industry
* Future of the Industry
* Computer System Architecture
* Basic Networking
* Input/Output interfaces and peripherals
* Career Opportunities and Resources
* Basic Computer Security
* Education and Goals needed for Careers within the I.T. Industry
* To engage students in the development of employability skills.

**Professional Characteristics:**

Careers in the Information Technology Industry can be demanding and stressful at times. In order to successfully compete in the job market, students should possess the following qualities:

Communication & interpersonal skills

Customer service orientation

Computer navigation abilities

Reliability

Self-confidence / Good grooming

Positive and friendly attitude

Attention to detail

Ambition

**Assessment Methods and Grading Policy:**

**Classwork and Homework (15%)**

 -**Activities/Projects/Presentations:** Demonstration, team projects and illustration of acquired knowledge and competencies are an integral part of this program and will account for a significant portion of the final grade.

**Reading on each of the topics in the course is expected.**

Grades will reflect the quantitative and qualitative completion of the assignment/projects as directed. The standards for Written English will also be used in evaluating all written work.

**Assessments (60%)**

**- Quizzes, Labs, Unit Test and Finals:** Students will be responsible for reading and reviewing materials presented during this class for labs, quizzes, test and the final test.

**Labs (15%)**

Participation in Labs and related activities are important to the development of the course and will be part of your final grade. Lack of Lab participation and/or violation of the Lab safety rules result in a deduction of points and/or.

**Activities/Projects/Presentations:** Demonstration, team projects and illustration of acquired knowledge and competencies are an integral part of this program and will account for a significant portion of the final grade

**Participation (10%)**

**- Class Participation:** Participation and class attendance in class and class related activities are important to the development of the course. Class participation will be part of your final grade. Lack of class participation and homework will result in a deduction of points.

**- Attendance and Professionalism (Ethic):** A positive attitude and business dress (school uniform). The Miller Career Academy enforces the dress code for all students in the school and classrooms; students that violate the uniform policy or code of conduct (*See Students Rights and Responsibility Handbook*) will result in a deduction of points. The Miller Career Academy’s class attendance, tardy and conduct standards must be met and maintained. Unexcused absences as well as a tardy or behavioral issues result in a deduction of points (*See Students Rights and Responsibility Handbook*).

**Required Textbook**

Online TestOut PC Pro (www.testout.com)

**Resource/Course Topics**  **Online Videos/Teaching Aids**

 Customer Service Security Internet Research Basic Trouble Shooting

 PC Power Hand-Outs

 Peripherals

\*All textbooks given to students to use during the school year must be returned in an acceptable condition. Students are held financially responsible for any damaged or lost textbooks.

**Required Class Materials (Supplies)**

All students are required to have the following:

* Paper
* Pens
* Pencils
* Head phones for online content

**Classroom Expectations/Policies and Rules**

Students must be in Clyde C. Miller Career Academy school uniform(*See Students Rights and Responsibility Handbook*). All computer and technology rules are strictly and seriously enforced. Violators of the computer and technology rules will result in swift and sure disciplinary actions. Any student caught destroying school equipment will receive disciplinary actions. The only way to ensure that our students have access to the computers is to ensure that they are used responsibly by the students.Students must comply with the technology agreement at all times and respect computer equipment. In addition to the technology agreement, students must comply with the following standing rules in the Computer Connectivity lab.

**Missouri Health Laws do not allow the following in the Hospitality Management classroom.**

**NO GUM,** no personal candy, chips or food of any kind allowed in classroom or labs.

**No Personal Beverages** of any kind allowed in classroom or labs.

**All** **BOOK Bags**, back packs, duffel bags, totes, larger purses, coats… are to be kept in the student’s lockers.

**NO PERSONAL SUPPLIES,** (example: comb, hair brush, hair pick, make-up…) in the Computer Connectivity classroom or lab.

The Clyde C. Miller Career Academy policy on **NO PHONES, CD PLAYERS, RADIOS,** **PAGERS, HEADSETS, DVDs,** and **GAMES**…in any classroom or lab will be strictly and seriously enforced. Violators of this rule will result in swift and sure disciplinary actions. Any electronic device or accessory found on a student will be turned over to the school administration, and the student subject to disciplinary consequences.

Sleeping and Insubordination are unacceptable and will be addressed immediately.

Each student is responsible for cleaning up around his or her workstation before leaving the classroom and any lab clean up duties.

**Grading Policy**

A= 100-90% The work is exemplary and has been completed in a timely and independent manner. The work reflects the student’s high level of understanding.

B= 89-80% The student’s work is above average and has been completed in a timely manner. The work reflects the student’s clear level of understanding.

C= 79-70% The student’s work is satisfactory and may or may not have been completed in a timely and/or independent manner.

D= 69-60% The student’s work barely meet the requirements and work was not completed in a timely and/or independent manner.

F= 59% and below, the student’s work does not meet the minimum standards of understanding.

**Attendance:**

Students will observe all Clyde C. Miller Career Academy rules for attendance and behavior (*See Students Rights and Responsibility Handbook*).

If you cannot attend class, it is **YOUR** responsibility to obtain assignments and course notes.

**The goal in class is to learn. Please respect yourself and your classmates at all times.**

**Make Up Work Policy:**

**Hands on and Practical Labs cannot be made up**

**All work is expected to be turned in when it is due.** Students will be allowed to make up most assignments (no labs) **if they have an** **excused absence** (*See Students Rights and Responsibility Handbook*). They will be given additional time equal to the number of days missed (example: missed 1 day = 1 extra day to turn in the assignment). Exceptions and/or special circumstances will be considered on a case by case basis. Remember if you have an **excused absence** it is **YOUR** responsibility to obtain assignments, make up test and course notes.

**Academic Integrity/Plagiarism:**

Cheating is defined as using, submitting or attempting to obtain data or answers dishonestly by deceit or by means other than those authorized by a teacher.

Plagiarism is the act of presenting or turning in someone else’s ideas or work as your own. This form of cheating includes copying, cutting and pasting information from a text or website, copying a passage and changing only some words, paraphrasing, or using work prepared by someone else. When you fail to credit the source of your information, you are plagiarizing. To avoid plagiarizing material, you must be sure to cite sources of information. Keep notes and rough drafts to show the authenticity of your work. Any student caught cheating or plagiarizing will automatically receive an “F” on the assignment, test or project and will be subject to a disciplinary conference.

**Computer Connectivity**

This exploration program is the launch point for many careers in the growing and rewarding world of Information technology. There is a continual high demand for computer technicians to specialize in computer Network and Security to secure corporate and national interests. The ample opportunities in law enforcement and communication research that can take a student anywhere their interests may go. This technology touches all facets of our daily lives and there will always be a need to create, build and service the supporting infrastructure.

Computer Connectivity is designed specifically in terms of performance-based objectives to prepare students for entry and mid-level technician positions upon graduation from high school. Students enrolled in this vocational program will have the opportunity to integrate the knowledge gained in many of their core academic subjects. Students will gain hands on experience in the classroom through career exploration and job shadowing experiences. To further enhance the educational process when the students become seniors they will participate in a site-based internship program or attend Ranken Technical College. In this work environment the students will be able to apply the skills gained in the classroom while developing additional skills in a professional work environment. This Career & Technical program works hand in hand with a Student Leadership Organization by the name of SkillUSA. This organization prepares the students by enhancing their skills in Leadership, Career Fields, Personal Growth, Professional Growth, and Portfolio Development.

**Important Note:**

Parents/Guardians are strongly encouraged to participate and monitor these processes as well. As the instructor, I welcome any questions, concerns, comments, encouragement, and/or feedback you have to offer.

**Please sign, detach and return this page after reviewing this Syllabus:**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read and commit to adhering to these policies. Additionally, I commit to respecting my peers and instructor in our classroom.

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I have read and commit to supporting “my” student in all ways possible. I commit to communicating with “my” student and his/her instructor in those ways necessary to make “my” student successful.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardians Email Address

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