**Clyde C. Miller Career Academy**

**Every Student Career and College Ready**

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**Computer Connectivity**

### 1 & 2 (63013-01)

## Junior Syllabus 2014 - 2015

Instructor: Michael Conner Class Periods: 5th & 6th

Office Phone: 314- 371-0394 Ext. 62209 Room 209

[michael.conner@slps.org](mailto:michael.conner@slps.org) Planning Period: 4th

**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:**

Computer Connectivity students will identify components that make up computer systems and their operation: identify types of I/O interfaces, and assemble/setup information systems, accessories, and install/connect associated peripherals. The second semester of the Computer Connectivity course develops the student’s technology skills required for troubleshooting computer software and hardware problems along with basic network trouble shooting skills. Students will have **two** attempts to sit for the TestOut PC Pro Certification Exam. In the second senior year of the class students will focus on networking and successfully completing the student internship and passing the NOCTI “Technical Skill Attainment” assessment. At the end of the second semester, students who meet Ranken entrance criteria can qualify for a senior year placement in the Ranken Information Technology program.

**Course Objectives:**

* Students to engage their interest in the career opportunities available in the Information Technology industry and recognize the responsibilities of the profession.
* To prepare students for the challenges faced by professionals in Information Technology.
* Explore local and global technology trends that will have an impact on the information technology industry as a whole and professions within it.
* Demonstrate the dedication, enthusiasm and professionalism that are part of the information technology core principals.
* Describe guidelines and procedures for effective information management and security.
* Participate in both community volunteer networking and leadership programs though class work and SkillsUSA actives.

**Course Conceptual Outline:**

**First Semester**

* History and development of the Personal Computer
* Overview of the Information Technology Industry
* Future trends in the Information Technology Industry
* Career opportunities and resources
* Resume Writing
* Business Etiquette
* OSHA Standards for the P.C. Technician
* Operating Systems
* System Buses and Architecture
* PC Power Distribution
* Education and Certification needed for Careers within the Information Technology Industry.
* Leadership, introduction to Skills USA

**Second Semester:**

* Hardware installation & trouble shooting
* Software installation & trouble shooting
* Basic Networking
* Printing Technology
* Account Administration
* System Security
* Customer Service
* Copyright Policy
* Capstone and Certification

**Assessment Methods and Grading Policy:**

**Class and Homework (15%)**

**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.

**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.

**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

**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.

**Ethic Score (10%)**

Attendance, promptness/ punctuality ,initiative – tendency to go ahead, courtesy – part of the team and cooperation, attitude toward constructive criticism, work habits, adaptability, personal appearance – uniform neatness, adherence to school rules, integrity and following directions.

**Attendance and Professionalism (Ethic):** A positive attitude and business dress (school uniform and/or Hospitality 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*).

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.

**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 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 work is satisfactory and may or may not have been completed in a timely and/or independent manner.**

**D= 69-60% The 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.**

**Required Online Materials**

(www.testout.com)

TestOut PC Pro

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

* PC Pro PC Pro Video Series
* SkillsUSA PDP 1 – 6 Customer Service

Internet Research

Hand-Outs & Fact Sheets

Guest Speakers

Related Field Trips

**\*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:

-Two inch, three ring binder, black, white, or blue in color (For Student Portfolio)

-Paper -Pens -Pencils -Black Pants and Shoes (no open toe)

-Two Packs of Notebook 5 or 8 Tabs -$15.00 – Skills USA Membership Dues (non-refundable)

-Head Phones for online content -Flash Drive(s)

**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.

**No personal electronic devices** are allowed in the school or Computer Connectivity lab. This includes all cell phones, electronic music players and game pads and devices. Audio accessories such are subject to the same rule and are not allowed in the lab. Any electronic device or accessory found on a student will be turned over to the school administration, and the student subject to disciplinary consequences.

**Missouri Health Laws do not allow the following in the Computer Connectivity 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 lab.

Sleeping and Insubordination are unacceptable both 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.

**Field Trips:**

A signed field trip permission slip is required for every student participating in a field trip activity. All students are required to wear the school uniform on field trips, unless specifically stated otherwise on the permission form.

Note: Any student with discipline issues may be banned at any time from attending field trips and will result in a deduction of points that may not be made up.

**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:**

**Practical and hands on 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.

**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 and return only 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parents/Guardians Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardians Phone Number

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor Signature