Haney Technical College
Computer Systems and Information Technology
Instructor: Mr. Jim Spring, sprinjg@bay.k12.fl.us
Phone: 850-767-5500 ext:212-5327

Course Description: Instructor-led, hands-on training for computer systems and information technology.

Course Objectives:
Demonstrate preparedness for IT industry exams by demonstrating knowledge of:

➢ Hardware components
➢ Operating System fundamentals
➢ Operational Procedures
➢ Network Technologies and security
➢ Troubleshooting hardware components and system-wide issues
➢ Professionalism

Classroom Policies and Procedures

ID BADGES: Worn at all times, visible on the upper torso.
DRESS CODE: Business casual.

ACCEPTABLE

- ☑ Khakis/Jeans/Skirts
- ☑ Polo or Haney Shirts
- ☑ Shirt Tucked In
- ☑ Modest and Business Appropriate
- ☑ Employable…

NOT ACCEPTABLE

- ☒ Bare midriffs or backs, or skin-tight clothing
- ☒ Ripped or altered clothing, 'sagging' pants
- ☒ Beach attire
- ☒ Clothing which advertises or advocates illegal products or shows profane, obscene or otherwise offensive language
- ☒ Pajamas or sleepwear, bedroom slippers, flip-flops
- ☒ Any clothing which would not be acceptable in a professional business environment

CELLULAR TELEPHONES: Phones must be set to "silent" or "vibrate" mode in campus buildings. Use of mobile phones is prohibited during all class/lab times.

FOOD/DRINK: No food or drinks in the classroom or labs.

THIRD FLOOR ETIQUETTE

Restrooms and water are available on this floor. Please remain quiet in the hallways.

ATTENDANCE POLICY

Students are expected to attend scheduled classes. Attendance is always taken.

Punctuality is important!

Failure to attend your scheduled classes will result in points deducted from your Employability grade.

Time missed due to late arrivals and early departures will be counted as absences. A student's total absences **cannot exceed 10%** of scheduled hours per enrollment period.

GRADING

Grading is the process of applying standardized measurements to students' levels of achievement in a course. A variety of assessment strategies including projects, lab demonstrations, exams, tests, student/teacher conferences and employability scale will be used to determine student progress.

Final Grades are calculated as follows:

- ✓ *Formative Assessment – 10%*
- ✓ *Employability Skills – 15%*
- ✓ *Lab Assessments – 25%*
- ✓ *Summative Assessments – 50%*

GRADING SCALE

Scale	Percentage	GPA	Interpretation
A	90-100	4.0	Exemplary/Exceeds standard
B	80-89	3.0	Proficient/ Meets standard
C	70-79	2.0	Developing/Approaching standard
D	60-69	1.0	Beginning/Well below standard
F	0-59	0	Insufficient work shown

Formative Assessments are 10% of the final grade and should be used as learning opportunities. Examples of formative grades are written assignments and projects.

Employability Skills Assessments are 15% of the final grade and reflect time management, preparedness, attitude, promptness, quality of work, and dress.

Lab Assessments are 25% of the final grade. They are a measurement of student's hands-on experience which provide an opportunity for students to think about, discuss and solve real world problems.

Summative Assessments are 50% of the final grade and are a measurement of what students have learned. Examples include quizzes, projects, and portfolios.

CLAIM YOUR WORK
All assignments turned in should be labeled as follows:

EXAMPLE	
Student Name	First, Last Name
Assignment Name	220-1101, Lab 1
Date of Assignment	5/22/2024

**Assignments turned in without labeling will be discarded.

TEST TAKING

- ➢ When you are ready to take a test, see the instructor.
- ➢ DO NOT start a test if you can't complete the test within the time remaining.
- ➢ No books or notes may be used during tests.
- ➢ If you score below a 70, and completed the formative assignments for the section, you may retake the test.

ACADEMIC MISCONDUCT

- ➢ Do not copy another's work.
- ➢ **NO** plagiarism.
- ➢ Students caught cheating will be subject to severe penalties, up to and including dismissal.

INDIVIDUAL LEARNING

- ➢ Make an individual learning plan.
- ➢ Set **GOALS**.
- ➢ Take **RESPONSIBILITY**.
- ➢ Take the program and yourself seriously.
- ➢ Budget your time, set schedules, and complete work on time.
- ➢ Speak up if you are having problems.

SIGN IN/OUT

You must sign in at the beginning of class. You will need your student ID to sign in at the kiosk by the door. Scan your card and wait for your picture to appear on the screen. If you do not see your picture, you have not signed in or out. Please do not attempt to scan your ID until the screen is clear.

STANDARDS OF CONDUCT

Respect:

- ☺ Yourself
- ☺ Colleagues
- ☺ Instructor and Staff

Professionalism

- ♦ Appearance
- ♦ Conduct/Demeanor
- ♦ Language
- ♦ Action
- ♦ Ethics

**SMOKING/VAPING IS PROHIBITED ON CAMPUS, INCLUDING THE PARKING LOT! HANEY IS A TOBACCO-FREE CAMPUS.

_____

Student Name -Print

_____

Student Signature

_____

Date