

Haney Technical Center

Computer Systems and Information Technology

Instructor: Mr. Jeffery Porter, portejw@bay.k12.fl.us

Phone: 850-767-5500 ext: 212-5327

318 Computer Lab/Classroom

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

Course Objectives:

Demonstrate preparedness for Microsoft Technology Associate (MTA) and Computing Technology Industry Association (CompTIA) exams by showing knowledge of:

- 1) Hardware and software components;
- 2) Operating System fundamentals;
- 3) Operational Procedures;
- 4) Network Technologies and Security;
- 5) Troubleshooting hardware components and system-wide issues;
- 6) Professionalism and employability skills;

Classroom Policies and Procedure

I.D. 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: Cellular telephones must be set to "silent" or "vibrate" mode in campus buildings. Personal cellular telephone usage is prohibited during all class/lab times.

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

VISITORS

- All visitors to Haney Campus **MUST** sign in at the front office, or they are trespassing.
- Students should not have visitors in the classroom.

THIRD FLOOR ETIQUETTE

Restrooms and water are available on this floor.

Please remain quiet in the hallways.

Do not 'cut through' the library.

Administration is watching!

ATTENDANCE POLICY

Students are expected to attend scheduled classes.

Attendance is taken for both morning and afternoon classes.

Punctuality is very important.

Absence will occur if student is tardy and **will be marked to the nearest quarter hour**. I.e. 1 minute late = 15 minutes

More than **six (6)** consecutive days' absence, missing 10% of their scheduled classroom time, or **nine (9)** absences in one payment period will result in the student being withdrawn from the class.

Please read the student handbook for additional details.

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 an employability scale will be used to determine student progress.

Final Grades are calculated as follows:

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

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	59 or below	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.

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

Lab Assessments are **25%** of the final grade. They demonstrate student proficiency on what students have learned.

CLAIM YOUR WORK

All assignments turned in should be labeled as follows:

EXAMPLE	
Student Name	First, Last Name
Assignment Name	220-901, Domain 1
Date of Assignment	8/22/2018

Assignments turned in without labeling will be discarded.

Assignments will be turned into FOCUS for grading.

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.
- ✓ **DO NOT** talk to people while you are testing, or who are themselves testing.
- ✓ 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. Do not copy materials from outside sources and submit them as your own work.
- Students caught cheating will be subject to severe penalties, up to and including dismissal from the program without refund.

INDIVIDUAL LEARNING

1. Make an individual learning plan.
2. Set **GOALS**.
3. Take **Responsibility**
4. **Participate...Participate...Participate**
5. Take the program and yourself seriously
6. Budget your time, set schedules, and complete work on time
7. Speak up if you are having problems
8. Apply what you learn; do the **labs**.
9. If you need a clarification on instructions, **ask!**
10. When you hit a snag, **be persistent!**

SIGN IN / OUT

- You **must sign in** at the beginning of each class session.
- **Sign out** each time you leave class.

BREAK POLICY

Haney has a **NO BREAK** policy. Students may use the restroom with permission of the instructor and should sign-out and sign-in.

STANDARDS OF CONDUCT

Respect

- ☺ Yourself
- ☺ Colleagues
- ☺ Instructor and Staff

Professionalism

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

**SMOKING/VAPING IS PROHIBITED ON CAMPUS!
HANEY IS A TOBACCO-FREE CAMPUS.**

Student Name

Student Signature

Date

Instructor Signature