

Haney Technical College

Computer Systems and Information Technology

Building 3 – Room 123 and Room 131

Instructor: Mr. Jim Spring, spring@bay.k12.fl.us

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Phone: 850-767-5500 ext: 212-3127

Course Description: Computer-based, Instructor-led, and 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.

ACCEPTABLE DRESS CODE

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

NOT ACCEPTABLE DRESS CODE

- 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. Cell phones **are not allowed** in the CSIT classrooms and labs.

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

ATTENDANCE POLICY

CSIT class times are Monday through Friday from 7:00 AM to 12:00 PM. CSIT is a total of 900 hours over 2 semesters. Each semester is considered an enrollment period of 450 hours. Students are expected to attend scheduled classes. Attendance is always taken.

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 (**45 hours per semester**).

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.

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%*

Formative Assessments are 10% of the final grade and should be used as learning opportunities. The chapter practice exams are CSIT Formative Assessments.

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. CSIT final chapter exams are Summative Assessments.

The CSIT course is divided into 4 Occupational Completion Points, or OCPs. You are required to pass each OCP with a score of 80% or better in order to complete the CSIT course.

OCP	Course Title	Length
A	Computer Systems Technician	300 hours
B	Computer Network Technician	150 hours
C	Computer Networking Specialist	150 hours
D	Computer Security Technician	300 hours

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

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.

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.

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