Instructor: Michael Brace
Phone Number: Ext 2433
E-mail: Mbrace@wcs.k12.oh.us
Availability:

COURSE DESCRIPTION

This course is designed to provide students with a working knowledge of computer concepts and essential skills necessary for work and communication in today's society. Students will learn safety, security, and ethical issues in computing and social networking. Students will also learn about input/output systems, computer hardware and operating systems, and office applications.

COURSE SUPPLIES

• Something to write with

• Binder to keep all assignments

• Recommended: USB drive to store your work as a backup

COURSE OUTLINE (SUBJECT TO CHANGE…)
STUDENTS WILL BE OFFERED A 6 POINT INDUSTRY CREDENTIAL IN COMPTIA A+ DURING THIS COURSE

Students will have both traditional instruction as well as hands-on techniques in order to become proficient with the following:

Employability Skills: Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings

Leadership and Communications: Process, maintain, evaluate, and disseminate information in a business. Develop leadership and team building to promote collaboration

Business Ethics and Law: Analyze how professional, ethical, and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

Knowledge Management and Information Technology: Demonstrate current and emerging strategies and technologies used to collect, analyze, record, and share information in business operations.

Security, Risks, and Safeguards: Describe the need for security and explain security risks and security safeguards.

Networking Fundamentals: Apply networking fundamentals to infrastructure systems.

Data Encoding: Explain and describe data encoding basics

Emerging Technologies: Identify trending technologies, their fundamental architecture, and their value in the marketplace

Operating Systems: Maintain operating systems (OSs).

Installation and Configuration: Install and configure hardware and software.

Web Architecture: Explain the fundamentals of delivering information and applications using web architecture.

Databases: Describe the fundamentals of databases.

Project Concept Proposal: Develop a project concept proposal.

Equipment: Select, operate, and maintain equipment.

Troubleshooting: Select and apply troubleshooting methodologies for problem solving.

Students must participate in Business Professionals of America as part of the instructional process. This includes attending regional/state BPA events properly attired and successfully participating in competitive events.

Upon completion of the competency requirements, including 92%+ attendance throughout the Interactive Media Program (a total of 4 courses should be completed), with a 75%+ cumulative course score, successful completion of the Webxams, and show growth on the end of course assessments, students will then be issued a career passport, vocational certificate and be eligible for continuation of the course at multiple accredited colleges and universities.

ASSESSMENT
Your grade in this course will be based on the building grading policy:

- Your grade is based on assessment/ homework/classwork completion

Note the following:

- 1 retake is offered to all students per summative assessment; the grade will be averaged with the first exam. The second exam is based on teacher's discretion. A testing ticket must be performed BEFORE the retake is given. This can include but not limited to the following: any missed homework, any assigned supplemental work, an AC visit for help. The make-up date will be discussed on an as needed basis.

- It is the student's responsibility to verify his/her eligibility for reassessment with the teacher and to schedule the reassessment. The retest will NOT be given during class time. It must be scheduled during Academic Coaching or before/after school. Teachers will set the re-test date.

- Quizzes are not included in retakes; teacher discretion.

- When outside work is assigned, it is expected to be completed. It is practice for the subject at hand.

- Papers/ projects: With these types of assessments, points will be deducted for late submission: 1 day – 10 points; 2 days -20 points; 3- days 30- points; 4 days – 40 points. See teacher if issues arise.

- Labs – all science labs must be completed – teacher will provide the process for this on an as needed basis.

** QA scores that reflect information that have been taught and tested will count as 1 test grade per 9 week period. The finale exam for the year is not up for retake.

GRADE SCALE:
A 92.5 – 100	A- 89.5 – 92.4	B+ 87.5 – 89.4	B 82.5 – 87.4
B- 79.5 – 82.4	C+ 77.5 – 79.4	C 72.5 – 77.4	C- 69.5 – 72.4
D+ 67.5 – 69.4	D 62.5 – 67.4	D- 59.5 – 62.4	F 0 – 59.4

COURSE POLICIES
- **Attendance and Participation**

Students are expected to be on time and actively participating in every class. **ATTENDANCE**
Attendance is a PRIORITY in Wellston City Schools! EXCUSED absences will allow students to make up any missed assignments. Students will be given one day for each day each excused absent to make up work unless other arrangements are made in advance. To be successful in this course, students need to be present in this class. Please note that I do NOT vary from the school policy regarding UNEXCUSED absences. For UNEXCUSED absences, you may make up your work for partial credit; you have as many days that you missed to make it up. You can retake an assessment due to an UNEXCUSED absence, but the retake will be

averaged with a zero.

- **Make Up Work**

Make up tests and quizzes resulting from excused absences should be scheduled with the teacher and completed within roughly the same number of days as the student was absent. When a student is absent their work is put into the "Make Up" folder. It is the student's responsibility to collect their work, complete it, and hand it in. They are also responsible for scheduling missing assessments. Assessments that are not made up will eventually be given a grade of 0%. You might be scheduled to attend an AC session to complete missed work.

- **Extra Credit**

Extra credit is not given. Bonus questions may appear on assessments that are based on previously learned material. .

- **FOOD & DRINK**

Food is not allowed in the room except for rewards issued by the teacher or after the "store next door" period. Only water in a clear bottle will be allowed in the classroom. No Food or drink allowed at any time near electronic devices
.

ACADEMIC INTEGRITY

You are encouraged to study together and to discuss information and concepts covered in class with other students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, e-mail attachment, text, disk, zip drive, or hard copy. Copying down something that you do not understand on homework, classwork, or an assessment is considered cheating. Cheating of any form will result in a zero; 2nd offensive will result in suspension. DON'T CHEAT!

CELL PHONE:

All cell phones are to be off and out of sight unless they are required for a classroom activity. Students may be asked to place their phones in a secure location for the duration of the class. If a cell phone is out or on during an assessment, the student will receive a 0 for the test; the second time he/she is caught, the student will be suspended. Cell phones will be asked for if the cell phone is not put away properly. The cell phone will be given to the office and the office will issue discipline. Please refer to student handbook. I have a charging station in my classroom. Take advantage of this charging station, it keeps you out of trouble by not having your phone handy during class.

GENERAL BUILDING RULES/CONSEQUENCES:

WHS has 3, building wide, classroom behavior expectations:
1. Follow all directions/rules
2. Respect all people and property
3. Be on time, prepared and ready to work.

** Teachers will provide their individual rules that reflect these expectations on the first day of school.
Classroom consequences may include but not limited to the following:
1 verbal warning may be issued, Student conference, reassigned seat/period, parental call, lunch/after/before school detention, behavior assignment and/or office write up.   **The expectations for this classroom are the following:**

Teacher comments:

Movies

Occasionally, film/videos are used in the classroom. They include, but not limited to, such films as:

WarGames, 2010, Star Trek, Hackers, The Net, Enemy of the state, Minority Report, A.I. Artificial Intelligence, The Hitchhiker's Guide to the Galaxy, Sneakers, Real Genius, The Social Network, Steve Jobs

Expectations and Goals

1. Students are to arrive at class ON TIME with materials and be PREPARED to work.
2. Students are responsible for respecting each other, the classroom, all materials and equipment.
3. Students are responsible for cleaning up after themselves.
4. No food or drink is allowed near computers.
5. You must turn in ALL WORK (completed) ON TIME.
    a. Failure to turn in work on time will result in detention. Detention will remain in effect until all work is completed.
6. Homework is part of the regular course work. Homework will be given and will be due on time.
7. Quizzes are part of the regular course work- be prepared at all times.
8. Students will follow all schools rules
9. Grading policy
    a. Tests and quizzes are given to determine your comprehension of the material they will count towards your grade.
    b. Random Quizzes will be given and count towards your grade.
    c. Retests can be arranged, another test will be given and the two scores will be averaged to determine final grade.
    d. Class participation and attentiveness will also be used to determine final grade.
    e. Final grades are based on 90%(quizzes,papers,labs and summative assessments) 10% Homework, Other

10. End of class: close all programs and log out, Last class period will shut down systems. Remain seated until class is dismissed. Make sure your area is straightened up and chair is pushed in before leaving.
11. RR/Hall passes need to be signed out. Sign-out book to keep track of hall passes issued will be maintained.

COURSE OUTLINE (SUBJECT TO CHANGE…)

Quarter 1:
Quarter 2:
Quarter 3:
Quarter 4:

Additional Information and Resources

Additional Responsibilities

The student is responsible for repair and/or replacement of any borrowed or utilized photography equipment, video equipment and books. Students that fail to attend a BPA event are responsible for all fees and reservations.

Reminder: Students are responsible for their work and their behavior. Students need to be prepared for class, knowledgeable of the current and previous lessons.

If classroom procedures are not followed, First offense will be detention, followed by Parent/guardian contact, write up, and sent to office.

By signing, I am stating that I have read and understand the requirements and expectations of this course. Included in this is the requirement of a binder. Please re-read the syllabus if further clarification is needed.

Student Signature:_____ **Date:** _____

Parent Signature: _____**Date:** _____