



**STEEL CENTER**  
FOR CAREER AND TECHNICAL EDUCATION

# SYLLABUS

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## **Computer Technology: CIP 15.1202**

Mr. Xavier Harmon • 2021 – 2022

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**Program Description:** Computer Technology (CT) is an instructional program that prepares individuals to apply basic engineering principles and technical skills in support of professionals who use computer systems. This program includes instruction in basic computer design and architecture, programming, problems of specific computer application, component and system maintenance and inspection procedures, hardware and software problem diagnosis and repair and report preparation.

### **Daily Required Materials/Items: Graded Items!!!**

- **Be in class on time and ready to learn.**
- **Notebook, course books, and a writing utensil (pen, pencil, or marker).**
- **Business Casual dress for Mondays and Tuesdays**
- **Program Shirts will be worn during class**
- **Bring any other required item needed for class (e.g. current worksheet)**
- **Most importantly, be prepared to learn and bring a positive attitude.**

### **Industry Certifications Available to Students:**

- **CompTIA Network+**
- **CompTIA A+**
- **Security+**

### **Assessment and Evaluation:**

All forms of assessment will be graded using Steel Center Joint Operating Committee (JOC) approved grading scale:

<b>93 – 100%</b>	<b>=</b>	<b>A:</b>	<b>Advanced</b>
<b>85 – 92%</b>	<b>=</b>	<b>B:</b>	<b>Proficient</b>
<b>77 – 84%</b>	<b>=</b>	<b>C:</b>	<b>Basic</b>
<b>70 – 76%</b>	<b>=</b>	<b>D:</b>	<b>Below Basic: Passing</b>
<b>&lt; 70%</b>	<b>=</b>	<b>E/F:</b>	<b>Below Basic: Failing</b>
<b>Incomplete</b>	<b>=</b>	<b>I</b>	

### **Measures of Achievement:**

**Work Ethics (Daily) Grade** – this grade accounts for 34% of the student’s total nine-week grade. It is based on safety, student behavior, preparation/participation, productivity or time on task, professional uniform appearance and extra effort. The grade range is 0 – 10.

**Skills (Task) Grade** – this grade accounts for 33% of the student’s total nine-week grade. It is comprised of the evaluation and recording of lab activities that students are assigned each marking period. The grade range is 0 – 10.

**Knowledge (Test/Assignment) Grade** – this grade accounts for 33% of the student’s total nine-week grade. This grade will include, but not limited to, homework assignments, written assessments/assignments, presentations, quizzes, tests, mid-term and final exams and research activities. Completion and handing in of assignment is essential to the knowledge grade

### **Monday and Tuesday Professional Dress:**

- **Button down or Polo shirt**
- **Slacks, Khakis, or Dress pants**
- **Dress Shoes (All Black or Brown)**
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### **Assignments/Timeline:**

- **Quizzes/tests are assigned throughout the year and throughout units to measure understanding. During a quiz, absolutely (No Cheating!!!)**
- **Assignments are to be handed in on time**

### **Classroom/Shop Guidelines:**

- **Arriving on time for class**
- **Absolutely No Food in the computer lab (unless permission from the instructor)**
- **Only acceptable beverage will be (water)**
- **Cell Phones are not to be used in the lab (They are to be stored away at all times)**
- **Mondays & Tuesdays “only” students will dress in business casual attire**
- **Treat this institution, your peer, your instructor, and lab equipment with respect.**

### **Classroom/Shop Rules:**

1. Be **P**rompt
2. Be **P**repared
3. Be **P**olite
4. Be **P**roductive
5. **P**lus, follow school rules

### **Consequences (in no particular order):**

1. Verbal warning and/or points deducted from daily grade, Written Warning
2. Parental contact and point deduction
3. Office referral and point deduction
4. Parent/teacher conference

**ACTIVE PARTICIPATION IS ESSENTIAL!**

**STEEL CENTER for CTE**  
**COMPUTER TECHNOLOGY**  
**MR. HARMON**



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**SYLLABUS AND PROGRAM RULES**  
**ACKNOWLEDGEMENT SHEET**

**FOR STUDENT:**

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my CTE program of study. I understand that my signature indicates awareness and not necessarily approval.

Student name: \_\_\_\_\_  
Student signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**FOR PARENT/GUARDIAN:**

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my son's or daughter's CTE program of study. I understand that my signature indicates awareness and not necessarily approval.

Parent/Guardian signature: \_\_\_\_\_  
Parent/Guardian signature: \_\_\_\_\_  
Date: \_\_\_\_\_