Computer Hardware and Software Maintenance

Course and Behavior Syllabus



**Instructor:** Mr. McKaig

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**Course Description**

This class goes deeper into hardware and software maintenance. You will learn more computer terminology, more about hardware, software, operating systems, and troubleshooting. During this course students will engage in hands-on activities involving Windows, Apple and Mac operating systems. Students will also complete the Google IT course “Operating Systems and You: Becoming a Power User”. This is one of the 5 courses needed to complete the Google IT Professional certification.

**Accessing the Course Online (should we need to)**

This course will be accessed virtually via Google Classroom. All assignments will be posted in Google classroom, as well as instructions and announcements as needed.

**Prerequisites** **Grade Level**

Computer Literacy 10-12

**Course Materials**

Student provides:

* Paper
* Pencils, eraser

**Course Grading Policy**

A = 90-100

B = 80 - 89

C = 70 – 79

D = 65 – 69

F = Below 65

\*Refer to the school policy on Academic Honesty and Integrity in the student handbook for additional information.

**Missed Assignments**

Students will be responsible for getting their assignments from the teacher or classmates after an absence. Assignments will be available in Google Classroom.

**Late/Missing Assignments**

Excused Absence - The school policies for late work will be followed. During NTI students will have 2 weeks to turn in work after the deadline. During normal school operation students will have 3 days.

**Entering the classroom**

Enter, sit down, stay put. This is NOT social time. If you want to socialize, leave the room and socialize during class change in the hallway.

**Ending class**

Clean up your area, put away tools, equipment, papers. Log off your computer, and stay seated. Leave at the bell.

**Lectures/Demonstrations**

During lectures students will be quiet and attentive. During demos students will be quiet, attentive, and in a place by which they can observe the demo. Interfering with the education of others is not permissible.

During group work, all students **MUST** participate and stay on task\*. THIS IS NOT OPTIONAL. You will be graded independently, and a significant portion of your grade will be based on participation.

Lectures and demonstrations may also be posted in video form online for lesson or reference purposes. These will be available in Google Classroom and/or another website. Website information for lessons will be provided as needed.

**Discipline and Behavior Expectations**

* .**PODs (cell phones, tablets, laptops, etc)**
	+ Cell phones may be kept out of sight with you, or in the caddy on the wall.
	+ See me if you have a legitimate exception
	+ There is a new network, you are allowed to have one device registered.
* **Social Networking Websites**
	+ No student is allowed on ANY social networking site, on ANY device for ANY reason, without express permission from the instructor. Any student caught on any such site will receive an immediate referral.

**General Discipline**

 All school policies and discipline actions will be followed. Additional consequences for student actions are listed below:

* All offenses start with a warning. **YOU HAVE OFFICIALLY BEEN WARNED**
* These behaviors will be awarded with referrals as deemed necessary effective immediately:
	+ Out of assigned seat/in unauthorized area
		- Referral code:1010: Failure to follow staff instructions
		- Referral code 2001: Disruptive behavior
	+ POD misuse
		- Referral code 1013: Violation of personal electronic/telecommunication device
	+ Inappropriate language
		- Referral code: 70 Profanity or Vulgarity
* Other behaviors such as, but not limited to throwing things, unplugging equipment, horseplay, etc
	+ - Referral code 2001: Disruptive behavior

|  | **Be Respectful** | **Be Responsible** | **Be Ready** |
| --- | --- | --- | --- |
| Classrooms | * Follow rules and procedures
* Use appropriate language with everyone
* Value and take care of school materials and property
* Pursue excellence for yourself
* Build others up with your words and actions
 | * Use safe and appropriate behavior
* Always give 100%
* Honor your commitments
* Complete your work
 | * Actively participate
* Come to class prepared and ready to learn
* Embrace challenges
* Ask questions
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| Chromebooks/Devices | * Devices put away/placed in caddy
* Only use your chromebook, and for school purposes
* Use appropriate communications
 | * Use the internet for educational purposes
* Practice safe digital citizenship
* Use other devices only with permissioni
 | * Bring it to school fully charged
* Take care of it
* Keep up with charger
 |

**Parent or Guardian: Please acknowledge that you have read the above discipline policy by adding your signature, along with your student’s, below.**

\*The discipline plan may be modified as needed. Students will be notified when changes are made.

* My child **has** permission to have his/her picture taken and/or be recorded on video during my class.
* You may communicate with me about my student via email (Please provide current email if checked)

I have read, understand and agree to the preceding Engineering 1 Syllabus presented to me by Mr. McKaig.



Student Signature Date



Parent/Guardian Signature Date

Parent/Guardian contact information;

e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*This form is not complete without at least one piece of contact information that is current and up-to-date**