**CompTIA IT Fundamentals Course Syllabus**

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| **Teacher:**Ms. | 1. Richardson
 | **E-Mail:** | richardsona@nw.halifax.k12.nc.us |
| **Room:** | 1203 | **Web Page:** | <https://www.halifax.k12.nc.us/Domain/758> |
| **Planning:** | 2nd & 3rd Block | **Office Hours:** | Monday – Friday 3:30pm – 4:00pm |
| **Phone:** | 252-586-4125 |  |  |

Welcome to CompTIA IT Fundamentals Class,

I have high expectations for each student. I will demand hard work and positive attitudes from you every day. I will provide a safe and challenging environment so you have the opportunity to develop a thorough knowledge of various career opportunities in the Information Technology field. This course is project-based and requires students to work individually as well as in teams and to meet deadlines. My goal is to prepare students for life after high school with 21st century skills.

**Description:** Emphasis is on activities and hands-on experiences to help students with understanding computing basics and hardware, types of software, setting up a basic workstation, an introduction to networking, configuring wireless devices, and securing computing devices. Work-based learning strategies appropriate for this course include service learning, and job shadowing.

***The concepts you will be expected to master in this course are as follows:***

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|  | **COMPTIA IT FUNDAMENTALS** |
| **1.00** | **Understand Computing Basics and Computer Hardware  (22%)** |
|  | 1.01 Understand computing basics1.02 Identify the Types of Computing Devices1.03 Identify Internal Computer System Components1.04 Identify Common Computer Connector Types1.05 Identify Common Peripheral Devices1.06 Understand Safety Issues and Environmental Concepts in Computing1.07 Understand the Value of Data and Information |
| **2.00** | **Understand Computer Software and Software Development Concepts (22%)** |
|  | 2.01 Understand Types of Software and their uses2.02 Understand Working with Files, Folders, and applications2.03 Identify Programming Language categories2.04 Understand Programming Organizational Techniques and Interpret Logic2.05 Understand the Purpose and Use of Programming Concepts  |
| **3.00** | **Understand Computer Workstation Setup and Issue Troubleshooting  (14%)** |
|   | 3.01 Identify the Steps to Set-up a Basic Computer Workstation3.02 Understand How to Back-up and Restore Data3.03 Understand Troubleshooting Hardware and Software |
| **4.00** | **Understand Networking  (9%)** |
|   | 4.01 Understand Network Characteristics, Data Sharing, and Storage Methods4.02 Understand How to Install and Configure a SOHO router |
| **5.00** | **Understand Wireless Technology and Mobile Devices  (9%)** |
|   | 5.01 Understand How to configure Wireless Devices5.02 Understand the Basics of Using Wireless Devices |
| **6.00** | **Understand Computer Security  (15%)** |
|  | 6.01 Identify the Types of Computer Security Threats6.02 Understand Computer User Account Settings to Secure Computing Devices6.03 Identify Secure Web Browsing Practices |

**Required Supplies: \***Pencil or Pen                    \*Composition notebook         **\*** Earbuds

**Expectations:**

1. Show respect and courtesy for teacher and all classmates.
2. Conduct yourself in a manner which respects all students’ right to learn.
3. Follow all HCPS, NCTA and Classroom Rules and Procedures as outlined in the student handbooks and course agenda.
4. Stay on task at all times and put forth your best effort.
5. Have a positive attitude!

**Internet Policy:** Students will use the school network and Internet on a daily basis to access instructional websites and project resources. All students are expected to abide by the HCPS Acceptable Use policy when using the school network. The streaming of audio and/or video, playing games on the computer without permission, the use of chat rooms, Facebook, YouTube, instant messenger, email, twitter, proxy servers or using the Internet for non-educational purposes is prohibited. Violations will result in disciplinary action.

**Honor Code:** *The work that you submit represents your learning, and so it represents you.  Therefore, your work must demonstrate both your integrity and honor.  Anyone caught cheating or plagiarizing on any assignment, from homework to exams, will face strict penalties.*

**Ms. Richardson Classroom Procedures:**

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| **Entering Classroom** | 1.     Sit at your assigned student desk/computer. 2.     Begin the warm-up activity or classwork as soon as the bell rings. |
| **Questions/Help** | 1.     Always read instructions before asking for help.2.     Ask your neighbor or team leader if the teacher is with another student. |
| **Equipment** | 1.     Use only the equipment assigned to you.2.     Leave computer settings alone, they are not to be changed.3.     Handle equipment with extreme care, you may be held responsible for repairs.4.     Check your computer at the beginning of class and let me know immediately if something is missing or not working.5.     Intentionally damaging or causing disruptions with equipment will result in disciplinary actions.  |
| **Out of Seat** | 1.     Remain in your seat when the teacher or another student is teaching, presenting or giving instructions. Raise your hand if there is an immediate need.2.     You may quietly sharpen pencils, throw away trash, get needed materials, etc. during independent work. |
| **Talking** | 1.     Remain quiet when the teacher or another student is teaching, presenting or giving instructions.2.     Raise your hand when you are answering questions or asking questions. |
| **Leaving the Classroom** | 1.     You must get permission from the teacher before leaving the classroom.2.     Take a hall pass when you leave the classroom. |
| **Missed Work** | 1.     Each student is responsible for getting missed assignments when absent.2.     Missed **assignments** must be **made up within 2 school days** of returning to class.3.     Missed **Test/Quiz** must be **rescheduled within 2 school days** of returning to class.4.     Daily assignments are posted on the google classroom page and in the classroom. |
| **Grading** | 1.     55% Tests/Projects (Objective Tests, Final Project)2.     10% Homework3.     35% Labs/Classwork (Warm-ups, Notes, Worksheets, Study Guides, Content Assignments and Activities)4.     All assignments may not appear in gradebook5.     A zero (0) grade represents work the student may NOT makeup6.     Report Cards every weeks and Progress Reports around week 6 of the quarter7.     FINAL EXAM = IT Fundamentals certification test and Teacher made test |
| **End of Class** | 1.     You may start cleaning your workstation at the last 3 minutes of class, not earlier.2.     Remain at your desk until the bell rings. Remember I dismiss you, not the bell. |
| **Fire Drills, Tornado Drills, Lockdowns** | 1.     Follow the teacher’s instructions and take all safety drills seriously.2.     Tornado drill – kneel down facing the wall in the hallway just outside the classroom.3.     Lockdown – Break room/back room in class |
| **Google Classroom Online-Learning Platform & Resources** | 1.     Warm-ups, assignments, quizzes and uploading files will be done through Google classroom.2.     Check due dates. It is the responsibility of each student to submit work on time.3.     Google Classroom logs every student submission with a date and time.4.     Grades in Google classroom reflect only the specific assignment grade and are **NOT** the teacher’s gradebook. Check the Parent Portal on PowerSchool for student’s true average grade for each course.5.     Link to Student Guide for ITProTV: <https://www.itpro.tv/courses/comptia/comptiafundamentals-exam-fc0u61/>6.     We ordered ebooks for this course. Once we receive the access keys, I will give them to you. Meanwhile, students will use the curriculum developed and published by NC Department of Public Instruction for this course. This curriculum, all assignment instructions and submissions are available on my google classroom page. |

NOTE: There is absolutely **no food allowed in the classrooms. Students may not bring in food**.

**Google Classroom:** The majority of assignments will be submitted on our "learning platform," Google Classroom.  Assignments can be submitted a variety of ways including, uploading files, typing into text boxes, and sharing Google documents/presentations. It is the student's responsibility to ensure assignments are submitted on time and to contact the instructor if there is a problem.

Google Classroom is used to grade assignments as well, however, the grades in Google Classroom, while accurate to that assignment, are NOT the teacher’s gradebook.  The teacher’s gradebook includes categories of assignments that may be weighted differently and may include grades for assignments that did not use the Google Classroom Learning Platform.  Therefore, students and parents should always check their child’s true average on the Parent Portal on PowerSchool.

**Tardy Policy: (on campus)** At NCTA, instruction is very important. All students are expected to be in their classrooms and ready to receive instruction before the tardy bell rings for each class. Tardies will be recorded as unexcused unless an excuse can be verified by staff. Students arriving on late buses will not be considered tardy. There are procedures/penalties in place for your tardiness:

1st Time – Verbal Warning

2nd Time- Teacher calls home

3rd Time – Principal is notified (conference is setup with Teacher, Student & Principal)

4th Time – Referral