

Lufkin High School – Computer Maintenance Course Syllabus

Course Titles:

- Computer Maintenance – 2nd period

Instructor: Mrs. R. Segrest

Contact Information: Email address: rsegrest@lufkinisd.org

School phone: (936) 633-7139

Planning time: 8:15 – 9:15

Student Materials: Organization is important to be successful in college and in the business world. It will also help you to succeed in this class.

- Pocket folder with prongs or a three-ring binder
- Pens/pencils
- USB flash drive is **strongly** recommended

General Course Objectives:

The general objective of the Information Technology Pathway is to give students a progressively more in-depth knowledge of computers including; how to effectively utilize them, maintain them, and build and support networks. In all classes students will use a computer and application software including word processing, presentation, database, spreadsheets, internet, and email to prepare documents and reports. The impact of computers on society and ethical issues are presented. Upon completion of three of the courses students will have the opportunity to take professional technology certification exams:

- Computer Maintenance – CompTIA IT Fundamentals
 - The CompTIA IT Fundamentals certificate program offers individuals a broad introduction to computing technology and serves as a critical stepping stone to advanced technical learning and IT skills. The exam measures an individual's knowledge of basic IT terminology and skills, such as setting up a PC work station, installing software, identifying compatibility issues and recognizing and preventing basic security risks. This course is taught at a college level and pace.

Units of Study:

Computer Maintenance – Sophomore/Junior/Senior level course that teaches the maintenance and repair of computers as well as operating system and software installation. Students will learn how to properly troubleshoot computer issues related to both hardware and software problems. Recommended pre-requisite; Principles of Information Technology.

INTENDED STUDENT OUTCOMES:

Core Objectives Required for this Course

1. Critical Thinking: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Teamwork: to include the ability to consider different points of view and to work effectively with others
4. to support a shared purpose or goal.

Course Learning Outcomes for all Sections

1. Be familiar with basic terms, concepts, and functions of system modules, including how each module should work during normal operation and during the boot process.
2. Implement basic procedures for adding and removing field replaceable modules for both desktop and portable systems.
3. Describe common peripheral ports, associated cabling, and their connectors.
4. Demonstrate proper procedures for installing and configuring IDE/EIDE and SATA devices.
5. Identify proper procedures for installing and configuring peripheral devices.
6. Determine preferred hardware methods of upgrading system performance, procedures for replacing basic subsystem components, unique components and when to use them.
7. Itemize common symptoms and problems associated with each module and how to troubleshoot and

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11. isolate the problems.
12. Identify basic troubleshooting procedures and show how to elicit problem symptoms from customers.
13. Explain the purpose of various types of preventative maintenance products and procedures and when to
14. use and perform them.
15. Categorize issues, procedures and devices for protection within the computing environment, including
16. people, hardware and the surrounding workspace.
17. Distinguish between the popular CPU chips in terms of their basic characteristics.
18. Recognize the categories of RAM (Random Access Memory) terminology, their locations, and explain
19. their physical characteristics.
20. Name the most popular type of motherboards, their components, and their architecture (bus structures
21. and power supplies).
22. Know the purpose of CMOS (Complementary Metal-Oxide Semiconductor), what it contains and how to
23. change its basic parameters.
24. Relate basic concepts, printer operations and printer components.
25. Describe care and service techniques and common problems with primary printer types.
26. Define basic networking concepts, including how a network works and the ramifications of repairs on
27. the network.

Assignments – (Appropriate due dates, schedules, deadlines)

1. Eleven (11) lesson modules.
2. Eleven (11) unit tests.
3. Mid Term exam – first 6 units.
4. Hands on labs to support lesson modules.
5. End of term exam – last 5 units.
6. Final exam.

Grading Policy:

In order to be successful in this class, students must complete assignments and study for tests. Assignments will not be accepted when turned in after the due date. If assignments are turned in late due to an EXCUSED absence, they must be turned in within five days of the absence. Failure to meet the school designated time limit will result in a zero. Assignments missed as a result of an unexcused absence will result in a zero. Determining assignments as a result of an excused absence is the student's responsibility, not the teacher's.

All assignments are graded on a 100-point scale.

The final grade will be composed of:

1. 20% - Lab assignments are pass/fail.
2. 20% - Unit tests. Unit tests may be taken a maximum of two (2) times.
3. 10% - Mid and End term tests. Mid and end term tests may be taken a maximum of two (2) times.
4. 50% - Final exam. Final exam may be taken a maximum of two (2) times.

Cheating will result in a grade of 0 with a discipline form submitted to the office. Cheating can take the form of cheating on a test (if a student is talking during a test to anyone other than the teacher, they will be considered cheating), includes copying, pasting, using other people's work or working in pairs when group work has not been designated.

Attendance Policy: Students have up to three school days to make up assignments and/or tests due to an excused absence. Work may be made up before or after school and must be scheduled with the course instructor.

Final Exam Test Policy:

- In all courses that work toward a professional certification exam: the score earned on the certification exam will be counted as their final exam grade.

Plagiarism / Academic Dishonesty Policy:

Plagiarism and academic dishonesty are serious offenses. The academic work of a student is expected to be his/her own effort. Students must give the author(s) credit for any source material used. To represent ideas or interpretations taken from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a The teacher reserves the right to alter this syllabus at any time during the course. Students will be notified of changes to the syllabus prior to official posting.

few words, even if the source is cited, is also plagiarism. Students who commit any act of academic dishonesty will receive a failing grade in that portion of the course work. Acts of academic dishonesty will be reported to the administration.

General Classroom Rules:

1. Be Respectful
2. Be Prompt
3. Be Prepared

General Consequences:

1. Verbal Warning
2. Teacher /Student Conferences
3. Parent Contact
4. Office Referral

*In addition to the attached class procedures and rules.

The Road to Success . . .

ARRIVAL TO CLASS

Be in your seat when the bell rings.

Class begins promptly each day.

ASSIGNMENTS

It is essential to your academic success to complete all assignments. All graded work must be kept neatly in a binder or folder.

Every assignment must be turned in with your name, date and the assignment name and be placed in the appropriate slot.

An assignment turned in without a name will be thrown away.

Assignments are only made up according to excused absentee or school trip and will be due within three school days. Unexcused absence = no makeup work.

If you fail to turn in assignments within the three school day limit, you will receive zeroes.

It is your responsibility to find out the assignment and turn it in within the time limit.

BE PREPARED

Bring your materials and blue or black ink pen or pencil to class every day.

MANNERS

Raise your hand if you have a question.

Respect your instructors and peers.

If a visitor enters the room or if I receive a phone call from a parent or from the office, you should remain on task and quiet.

CHEATING

Zero tolerance. WHEN caught, an automatic zero! This includes copying, pasting, using other people's work or working in pairs when group work has not been designated.

Your password is to be kept secret at all times. This is your responsibility.

CELL PHONES

Cell phones may be used only when given permission by the instructor.

END OF CLASS

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Close all programs and log out.

I dismiss class - NOT the bell! Please DO NOT line up at the door.

When leaving make sure your workstation is straightened up and your chair is push up under the table. Place all trash in the trash can.

ABSENCES (Follow School Policy)

The best way to learn is to be here! It is your responsibility to find out what you missed. Ask a classmate or ask me before or after class.

Tardies – Please refer to the student handbook regarding tardies. New policy dictates that teachers MUST close and lock their doors as soon as the tardy bell rings. You will not be allowed to enter class without a tardy pass from the principal's office.

You will receive 20 points per day for; being on time, in class, and paying attention. This will count as one daily grade per week. It is an easy 100 make full use of it!

Classroom Procedures

1. You should be in your seat and logged in when the bell rings. Tardies are referred to the office.
2. Books are not to be removed from this room unless permission has been given by the teacher.
3. Do not operate machines unless you have received instruction from the instructor on how to use it.
4. Do not move anything not belonging to you. This includes items belong to the teacher, as well as items belonging to students.
5. No students may be in the room unattended.
6. Students may not use the Internet without permission during class time unless it is for part of an assignment or has been given permission by teacher.
7. Keep pens, pencils, erasers, and other objects off the floor.
8. Students may not modify any settings on the computer. This includes printer settings, screensavers, desktop wallpaper, and desktop icons.
9. After using the machines, always make sure the machines are properly logged off and 5th period will turn the machines off.
10. Place chairs under the desks after class and trash in the trash can.
11. Workstations and tables should be kept clean. Any changes to these should be immediately reported to Mrs. Segrest.
12. Students should remain in their assigned work areas at all times.

Classroom Rules

1. Be prepared
2. Bring pen/pencil, notebook, etc to class each day
3. Respect Others
4. Be courteous of others when they are speaking. This includes the teacher, guests, and other students.
5. Respect the Environment
6. Keep workstations clean and neat
7. Return papers to appropriate trays
8. No Cheating
 - a. Any form of cheating will result in a 0% on the assignment. All of the following are examples;
 - b. Copying/pasting from student files, internet, etc .
 - c. Allowing someone else to work in your file
 - d. Printing extra copies of your assignments
 - e. Turning in a printed copy of someone's assignment
 - f. Talking during a timing or test
9. DISMISSAL
 - a. Clean up the area around your desk and throw all trash away.
 - b. Wait to be dismissed by the teacher.

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November 10, 2016

Please return this signature page by **Friday, August 28, 2015** and you will receive **10 bonus points on the first test**. Failure to return the page by **September 1, 2015** may result in removal from the course.

I, _____, have read the course syllabus, classroom procedures and classroom rules for Information Technology with my parents. I understand the expectations, grading and requirements for this course and agree to abide by those rules or be removed from the course.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

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Revision 1.5