Career/Exploratory Syllabus

Mr. Ozols

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Bath County High School/Mertz Career and Technical Center

Objectives:

Students explore computer concepts such as programming and office skills as well as engineering concepts such as design. Students will also be responsible for learning the workplace readiness skills. In Virginia, extensive research was conducted on employer needs (1997 and 2009) that led to all career and technical courses incorporating workplace readiness skills instruction. In response to the research to better prepare students to enter the workforce and be successful in their chosen careers, the updated list of 21 Workplace Readiness Skills was adopted by the Virginia Board of Education in April 2010.

Links to a complete list of computer concepts and workplace readiness skills are available on the class website.

Materials:
You will need a three ring binder. This is where you will keep your class materials. Your notebook will be checked for completeness once every two weeks. It will be graded according to a rubric which you will keep in front of your notebook. All of your materials will be available online at the class website on coursesites.com. If your notebook is complete, you will receive a score of 100% for that segment of the class. You will be using this notebook as your study guide. Your test questions will come from the material in your notebook.

You will need a flash drive to store your programs on. While it is possible to store your programs on the shared drive, this is not secure and you may lose your work.

You will also use an e-mail address. The e-mail address is optional for this class, but if you do use an e-mail address it will need to be professional, which I will explain in class. You can get an email address just to use for this class if your regular email address does not meet the naming requirements of this class. I suggest you use gmail as the gmail address makes it easier to sign in to some of the websites we will be using.

Tests

Tests in this class will be multiple choice. You will have the option of taking them on the computer, but you will need a gmail address for this. There will be regular pretests and posttests. The pretests will not be factored into your final grade, but will instead be used to let me know what I need to teach you. The posttests will be part of your grade and I will give you an opportunity to improve your grade if you do not do well on the posttest. Most of the testing will be done online utilizing http://www.coursesites.com.

Grading

Exploratory classes are pass/fail, but you will be receiving grades on a regular basis that your parents will be able to see when they check your grades online.

Behavioral Expectations

My expectations for you as a class reflect the workplace readiness skills which are part of this class. You are expected to show up for class prepared to learn. This means that your materials will be ready and that you will respect others in the classroom by allowing them the opportunity to learn as well. There are classroom rules enumerated elsewhere on my website. Please remember that I can look at your computer screen wherever I am. You can expect to have some questions as we go through the material and there will be times that you will not understand what you are supposed to do. This is normal. Don't panic. Raise your hand and ask for help. I will get to you as quickly as I can.

When we are not using the computers, we will be working at the tables in the back of the room.

Computer Use Rules

1. Look at the board when you come into the classroom for assignments and tasks for the day
2. Turn on computer if directed
3. Go to website as directed
4. Complete assignment as directed
5. Close Internet Explorer at the end of class
6. Leave your food and drink at a table without a computer.
7. At the end of class, push your chairs in and pick up around your workstation.
8. Go only to assigned websites.
9. Turn off computers at the end of the day.

Note: These rules are subject to change depending upon classroom experience. I will inform you of any changes which become necessary.

You will need an email address. The best place to get one is live.com. Make sure your name is appropriate (not suzieparties), in other words a professional email account which will be used for school, college and job applications, resume, certification, E-Learning, etc. Mr. Ozols will help you sign up for the email address and choose a user name.

Classroom rules

1. Respect for others is expected.
2. Questions are encouraged.
3. Help each other out.
4. Complete all assignments.
5. When the last bell rings, be ready to work

What this looks like

Respect for others: Realizing that your classmates will make mistakes and that mistakes are a part of the learning process. Being quiet during class time so your classmates have the opportunity to learn. Telling your classmates that they are doing a good job.

Questions are encouraged: If you are not sure what to do, ask Mr. Ozols.

Help each other out: If someone needs help with an assignment, provide them with encouragement and as much help as you can give without doing the assignment for them.

Complete all assignments: Turn in hard copies or electronic copies of assignments by the due date. If you need help, feel free to turn the assignment in early to get feedback to use to get a better assignment.

When the last bell rings, be ready to work: You should be sitting in your assigned seat with the computer turned on and either working on the assignment or waiting for the page to load.

What this does not look like:

Respect for others: Making fun of other students. Talking and/or making noise so other students cannot learn during class time.

Questions are encouraged: Not asking how to do something when you do not know.

Help each other out: Ignoring someone when they ask you for help.

Complete all assignments: Not turning in assignments.

Class Procedures:

1. When the last bell rings, be ready to work: You should be sitting in your assigned seat with the computer turned on and either working on the assignment or waiting for the page to load.
2. Raise your hand and wait to be recognized before speaking.
3. At the end of class, pick up around your seat.
4. If this is the last class of the day, please turn off the computer.

Violations of computer use or classroom rules will result in

1. Verbal Warning
2. Parent Call
3. Suspension of computer privileges in the classroom
4. Referral to office

