Computer Network Academy

Instructor: **Mr. Moore**

Computer Network Academy I (CNA1)
Computer Network Academy II (CNA2)

As business-technology students, you may find yourself working in the business world very soon after graduation. Some of you may already be working part time. It is very important that you have the skills to work successfully in the professional world. Therefore, you will be expected to conduct yourselves as young business professionals in our classroom.

Employers claim the two biggest problems with employees (of any age) are:

1. Lack of skills
2. Lack of a strong work ethic

Specific problems cited are:

- Absenteeism & tardiness (punctuality)
- Oral and written communication skills
- Teamwork skills and respect for others
- Appropriate appearance
- Positive attitude
- Organizational and time management skills
- Ability to work with diversity (coworkers & customers)
- Cooperation with management

We will address each of these areas throughout the year. A percentage of your grade will depend on how well you model your understanding of these essential business skills through daily demonstration.

Corporate Culture
All businesses have a "Corporate Culture." This culture defines the boundaries of acceptable behavior within the organization. Most corporate cultures are similar, but there are differences from one company to the next. Although we have some basic rules for all CVCC students in the student handbook, there are "classroom" culture differences from one classroom to the next.

<div align="center">

Computer Network Academy
"Class Culture"

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Our Class Website:
> I spend a lot of time and personal expense maintaining a website for my students so you can view each day's lesson plan. You are expected to go to the website at **www.cnacad.com** to see what we will be doing in class each day. You are also expected to use this website when you cannot attend school. You are also encouraged to log onto your Cisco NetSpace account at **www.netacad.com** and work from home. If absent, feel free to print out worksheets at home and bring them to class when you return.

Learning Environment:

Water: Please keep any bottled water away from computers and equipment. There is no food/beverages allowed in this building outside of the cafeteria. If you need to eat, please get something in the cafeteria ***before*** coming to class.

Furniture: Please return your chair to where it belongs and push it in under the table for the next class. **Do not scoot around the room in your chair**. It is a safety issue. If you do scoot around, I will replace your chair with one without wheels. Each chair is labeled and will remain at each workstation.

Computers: Use your computers **for school work only – use class time wisely**. Please use the resources the taxpayers purchased for us to learn appropriately. Do not change the computer configuration for any reason. Do not physically move or open your computer for any reason. If you notice anything wrong with your computer, ***report it immediately!!*** If you do not report it, you may be wrongly blamed for any problem. **Follow the AUP**.

Computer Games:
Games are for home, not school. I enjoy playing video games too, but not at school! I am teaching, you are learning . . . we simply don't have time to waste.

Headphones & Music:
Bring your own headphones/ear buds. Please do not wear headgear during lectures or during teamwork. You may listen to music when working independently. If I can hear your music through your headphones it's too loud. Do not copy/stream music to/from the computer.

Cell Phones: Keep your cellphones put away. I don't want to see them out during class. If you cannot manage your cellphone use then we'll have to take your cellphone away from you until the end of the day.

Absences/Tardy: You must have an ***excused*** absence/tardy to get credit (or be exempted from the quiz) for your make-up work. If you decide to skip school or be tardy, you are certainly welcome to make-up the work but you won't get credit. <u>This is not a distance learning class</u>. **Makeup work will only be accepted for as many days as you are absent** per student handbook**. Don't wait for the end of grading period to hand in missing work. Students tardy will get a 0 for assignments/quizzes/tests/labs that have already begun. <u>Students receiving tardy slips will be penalized 25 points per occurrence unless for school testing or school function.</u>**

Uniform   Academy wear must be on by 8:00/11:45. Please remind those you see if they are not wearing their academy wear. Students not having their academy wear on by 8:00/11:45 will be PENALIZED 15 points per day. If this gets to be a reoccurring problem, I will send students to the office. I'm not reminding students every day about their academy wear. **Juniors may also design and pay for a class hoodie and wear their hoodie instead of the academy shirt.**

Workplace Behavior: (Just a lot of common sense)

- Please don't be rude. Show that you to have manners. You need to conduct yourselves as though you were in a business environment.

- Let's stay healthy. Cover your mouth when you sneeze. Sneeze into your shirt sleeve please. Tissues are located in the back of the classroom.

- Be courteous to colleagues when they are speaking. Respect all others at all times.

- Use only appropriate language for a business environment in class. You're not going to gain the respect of anyone if you can't communicate effectively.

- Do **ALL** of the assignments. I guarantee there will be some assignments/activities that you will like better than others (just like a real job).

- Save your work frequently on the computers and devices or risk losing it.

- If you have extra time: study, **help** someone else; work ahead, work on homework for another class; do an extra credit assignment; or study. PLEASE DO NOT DISTRACT OTHERS TRYING TO WORK.

- Choose a positive attitude every day and the quality of your life will improve for the rest of your life.

- Unless your bus is late, please be **in the room** when the tardy bell rings for each period.

- Please be at your seat or putting lab equipment away when the dismissal bell rings. **Do not stand in the passage way in the back of the class. Do not stand beyond the table at the back of the classroom.**

- Please do not ask me for permission to the restroom or to get a drink before/right after class is started. **Take care of your business BEFORE you arrive.**

- You must have *your* passbook filled-out and signed to go to the office or nurse – **no exceptions**. No passbook, then don't ask.

- Please ask, then sign out to go to the restroom or water fountain. Use the restroom on our level, level two only. Sign back in when returning.

Work Standards: (Unless otherwise instructed)

Reading: It is an expectation that you will read the text without needing to be told to do so. Expect to need to read the text more than once before you can begin to understand the material.

Notetaking: You are expected to take notes. You cannot/will not be able to remember everything you learn in this class. DO NOT expect me to answer a question for which you should have already taken notes or is in your binder.

Printed Work: Put your **name and date** at the top of your paper. If more than one page, please staple the pages together in the proper order before handing in. Do not use the school's printers and supplies for your personal use unless you have permission to do so.

Grades: 90 – 100   A
                   80 – 89   B
                   70 – 79   C
                   60 – 69   D

Discipline: You should be mature high school students who already know how to control your behavior. I will not hesitate to contact your parents if there are habitual disciplinary problems. It is my job to help you learn skills to prepare you for college and the workplace. Dealing with bad behavior steals my time from students who want to learn. Think of me as your coach and you'll have the right idea. We need to work together as a team. If you don't want to play on the team then you might reconsider why you enrolled in the computer academy to begin with. It's not me vs. you. I'm trying to help you make your life better.

You will not pass this class without participating. Students sometimes fail this class because they give up when it gets a little hard. You CAN do it if you want it bad enough. It will be hard sometimes just like life. Obstacles are everywhere. Anyone can find plenty of obstacles unsurmountable and find excuses if they don't want to work. **Make the most with which you were given. A strong work ethic is admired everywhere.**

Cheating: Every year I have students who think they're so much smarter than everyone else because they have been cheating and getting away with it. If you feel you have to take shortcuts and cheat to get a passing grade in the course, to me, it's the same as ringing the 'ring-out' bell in the TV show *Survivor*. When you cheat, as far as I'm concerned, you're done. You've shown that the Academy is just a big joke to you. When you cheat, you're just wasting your time, wasting my time, and wasting the taxpayers' money to send you here. **You may need to work harder, but <u>no one needs to cheat to be successful.</u>**

In a college setting you could be expelled for cheating. In high school you just lose the respect of your teachers and get a zero for the assignment. You don't have to be caught cheating before your teachers suspect you're cheating – we're not stupid. If you're a cheater, you'll always be a cheater. **<u>Please don't cheat</u>**.

Points for Grades:

Tests: Test are usually worth 50-130 points. Your goal should be to score an 80% or better.

Quizzes: There is only one attempt. If you are absent, the quiz will not be made-up. A missed quiz will not help or hurt your grade. Quizzes are usually worth 10-25 points.

Labs and Packet Tracers: Most labs are worth 15 points. **I must see the finished lab/observe you doing the lab and I'll initial your lab packet** before you will get any of the lab points. If you perform the lab correctly, but don't answer all of the lab packet questions, you'll lose points.   The reflection question(s) at the end of the labs is/are weighed heavily.

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Assignments (Classwork): The number of points varies depending on the activity, worksheet, or assignment. Generally, one point per question correctly answered.

Homework: Expect to do simulated labs and any work that you/we are unable to get done in class must be done at home. If you cannot get the work done in class and don't do it at home you will not pass this class. I will also sometimes assign homework when I want you to practice a skill/concept by yourself at home. Homework is due the next day. I don't accept late homework. Turn in homework ONLY at the beginning of class by placing your work in the appropriate class folder. Homework is work to be done at home. Scheduling time to complete homework at home is a life skill.

Please don't tell me that you have to work and didn't have time to do homework. High school is your full-time job. You don't sacrifice your full-time job to do a part-time job. It's your responsibility to find the time to do your homework and spend time studying.

Extra Credit: You can earn extra credit to help get you to the next higher letter grade. (I don't normally round up grades)

Professional Dress: You can earn an extra 15 points per week if dressed professionally one day per week (I must be present). Professional dress for the guys is: Collared shirt and tie, dress slacks (khakis are OK), socks, and **dress shoes**. Any type of athletic shoes or shorts are not considered professional dress.

Business Professionals of America: Participation and awards. Details in another document.

MTA Exam(s) passage – Senior Year only. 25 extra credit points per exam.

Special Projects: You can design your own technology project and present it to the class. You must see me about your project idea before starting project.

Senior Recognition Night. 25 extra credit points for community/school participation points.

Parent/Student Information Night: 25 extra credit points per evening for community service points.

8th Grade Visit Speaker: 25 extra credit points per day for community service points.

Industry Certifications: For a person starting a new career in IT, **I cannot stress** enough how important industry certifications are. The goal of taking this class shouldn't be passing high school; it should be earning professional certification. By being IT certified, people will want to hire you because they will recognize your work ethic, determination, maturity, effort, and sacrifice. ***Certifications prove that you have what it takes to be successful in IT.***

Without an IT certification, you have little more to offer an employer than any of your peers graduating high school. Your personal "brand" won't be particularly special. To get certifications you will need to work extra hard, give a lot more effort, and sacrifice things you would rather do with your time than study. **It's not easy, but nothing worthwhile is easy**. Some students will practice a video game for hundreds of hours a year to get good at it – but . . . who cares? How's gaming going to help you become successful? Support a family? Buy a car or house? Now's the time to show everyone that you aren't a kid anymore. **You must decide** to make the transition from being a teen to becoming a respectable young adult.

Business Professionals' of America Class Officers: BPA Class Officers will consist of seniors and juniors to represent both the classes. BPA Officers will be appointed based upon certifications and the number of points they earn from competition during the junior year BPA competitions.

Outstanding Senior: One student will be selected as the Outstanding Senior each senior class. The student will be selected based upon the number of certifications earned at the time the outstanding student selection must be made (usually mid-Spring). Certifications will be given the following weight:

1.   Cisco Certification CCNA
2.   CompTIA Certifications (A+, Net+, Security+)
3.   BPA Awards (Regional, State, National)
4.   Certiport MOS Certifications (eLibrary)

The Outstanding Senior will receive special recognition at the end of the senior year, and their name will be added to the list of yearly Computer Networking Academy, Outstanding Seniors.