***Technology Devices Maintenance Syllabus***

**By: Ferdie Iburan**

***“We are changing the world with technology.”***

**PROGRAM DESCRIPTION:**

The **Technology Devices Maintenance** instructional program prepares students to design, development, installation, implementation, use, and management of computers and various computer devices. Students who successfully complete the **Technology Devices Maintenance** program’s coherent sequence of instruction will develop effective methods to troubleshooting problems using effective communication skills by asking key questions, listening for technical problems and, in turn, explaining problems in an understandable way.

Throughout the **Technology Devices Maintenance** instructional program, students learn and use appropriate diagnostic tools to assess and diagnose problems on computers, laptops, Ipads, printers and or cellphones. Advanced critical thinking skills will be developed with applied interpersonal relations, life skills, business, economic, and leadership skills as well as

workplace employability skills.

***“Be on time.”***

**Grading Scale:**

A 90 – 100% Excellent

B 80 – 89% Above Average

C 70 – 79% Average

D 60 – 69% Below Average

F <60% Failing

P Passing

I Incomplete

**Bring the following items to class every day:**

Notebook or binder with paper

Pen or pencil

Planner

**DO NOT bring in class:**

Food

Drinks

Anything prohibited by the student handbook

**Expectations on all of your assignments and work:**

1. Give full attention to your work.

2. Remember to write your name, class period and date on all your assignments.

3. Do not write or draw anything unnecessary on your work.

4. Answers should be in complete sentences.

5. Do your best work everyday.

1. Place all your work which is to be turned into the teacher in the correct wire basket provided.

7. Show the grade checks to parents/ guardians every two weeks. A signed grade check by parent/ guardian will receive a 100% extra credit.

***“Do your best work.”***

**Tardiness:**

All tardies will be handled according to school policy. You should not be tardy to class as you have adequate time between classes. Use this time to get your materials for class and for bathroom breaks. There are no hall passes issued from this class, unless it is a dire emergency (i.e vomiting or bleeding profusely). This is an edict from the principal. Using the bathroom is not considered emergencies.

***“Be Respectful!”***

**Absences:**

Any missed work should be made up as soon as possible. **You are responsible for asking make-up work from me when you return.** For everyday you are absent, you will miss two or more assignments. Make sure to ask for help from me or from your classmate. If a student is sick or goes to a school activity, the student is responsible to make-up the work that is missed during their absence.

**Basic Classroom Rules:**

* Be on time.
* Do your best work.
* Be respectful.
  + Peers.
  + School properties.
* Be teachable/ flexible
* Follow all school rules.
* Be seated immediately and ready to work on assignments for the period.
* Please do not bring out any electronic devices (cell phones, headphones, games, etc.). You will be asked to bring it to me for safekeeping.
* Keep the room clean.
* I do not tolerate offensive language, physical harm to others or disruptions in class.
* Follow proper dress code. No caps/hats in class.
* No food or drinks in class.
* No bullying.

**Basic classroom procedures:**

* Get your work for the day on the cart by the door.
* Listen attentively to the lecture and explanation about the work.
* Do your best work.
* Place all your work which is to be turned into the teacher in the wire basket provided. Make sure to turn in on the correct basket.
* You are to remain in your seats until I dismiss the class at the end of the period. The bell does not dismiss the class. You do not dismiss the class.

Ferdie Iburan

TDM Teacher

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**Course Topics:**

* Personal Computers and Components
* Safety and Environmental Issues
* Networks
* Communication and Professionalism
* Operating Systems
* Laptop and Portable Devices
* Security
* Digital Citizenship
* Licensing
* Preventive Maintenance and Troubleshooting
* Examinations and Practical Applications

**Industry Credentials:**

* CompTIA A+
* CompTIA IT Fundamentals
* CompTIA Network+
* CompTIA Security+

**Dear Parents/ Guardians:**

Please take a moment to read this class guide with your student. After you have reviewed the information, please sign and return this form. Your student will receive credit for the prompt return of this paper. I look forward to having a great year and hope all students will be successful.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_

Signature Page

Please sign and return to your course teacher.

I have read and understand the contents of the TDM syllabus. I promise to follow all the classroom rules and regulations in order to maintain a productive learning environment inside the classroom.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date