

Computer Basics Syllabus

IRISH L. CORPUS

Imagine, Believe, and Achieve

The **Computer Basics** instructional program introduces students to the fundamental knowledge and skills required for success in information technology and computer-related careers.

Students will develop an understanding of computer hardware, workplace safety, technology ethics, digital responsibility, and basic computer maintenance while learning proper procedures for handling technology devices and equipment.

Through classroom instruction, hands-on laboratory activities, and project-based learning, students will build confidence in using computer technology, applying safe work practices, and solving basic technical problems.

This course follows the Arizona Department of Education Technology Devices Maintenance Curriculum and provides students with a strong foundation for advanced Information Technology courses while beginning preparation for the **Google IT Support Professional Certificate**, an industry-recognized credential listed on the Arizona Department of Education CTE Industry Credential List.

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. Do your best work everyday.
5. Place all your work which is to be turned into the teacher in the wire basket provided.

I follow the policy of “NO NAME, NO GRADE”

“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.

“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 food or drinks in class

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.
- Use your planner to write down assignments and any other important details, such as days missed and work turned in or makeup work.
- 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.

FBLA-IT

FBLA-IT provides students with opportunities to develop leadership, communication, teamwork, and technical skills while preparing for careers in information technology. Through local, state, and national competitive events, students strengthen their knowledge in computer hardware, digital literacy, information technology, problem solving, and workplace professionalism. Participation in FBLA-IT helps students build confidence, leadership abilities, ethical decision-making skills, and career readiness while preparing for future education and employment in the technology industry.

State Assessment

The state test is a requirement to all seniors. Senior should pass the state test with 60%. By passing the test, they can be exempted in taking the final exam.

Important Non-Discrimination

Whiteriver Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to Superintendent Office, 959 South Chief Avenue (PO Box 190), Whiteriver, Arizona 85941, (928) 358-5800, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204.

Lab time

Computer Basics is a hands-on course in which students spend more than **51% of instructional time** participating in laboratory activities, computer hardware identification, technology maintenance exercises, basic troubleshooting activities, and work-based learning experiences. Students will develop foundational technology skills by identifying computer components, safely handling electronic equipment, performing preventive maintenance, understanding computer hardware, practicing proper workplace safety procedures, and applying ethical technology practices. Students are expected to follow all laboratory safety procedures, properly use computer repair tools and equipment, maintain a clean and organized work area, and demonstrate professionalism, teamwork, communication, and responsible use of technology throughout all laboratory activities.

Irish I. Corpus

Technology Devices Maintenance Teacher

928-940-8181 ext 831

COMPUTER BASICS Curriculum

Unit 1 – Safe and Environmentally Conscious Technology Workplace	Unit 2 – Legal and Ethical Issues in Information Technology	Unit 3 – Computer Hardware Fundamentals
Students will learn: • Technology workplace safety • Personal Protective Equipment (PPE) • Safe handling of technology devices • Electrical safety • Electrostatic Discharge (ESD) • Environmental responsibility • Recycling electronic waste • Proper disposal of batteries • Ergonomics • Repetitive strain injuries (RSI) • Proper lifting techniques • Safe use of technology tools • Laboratory safety procedures • Safe work habits	Students will learn: • Copyright laws • Software licensing • Software piracy • Patents • Intellectual property rights • Data privacy • HIPAA • FERPA • Cybersecurity Maturity Model Certification (CMMC) • Acceptable Use Policies (AUP) • Responsible technology use • Ethical and unethical computer practices • White Hat and Black Hat hacking • Professional ethics • Responsible use of information technology	Students will develop skills in: • CPU architecture • Processor manufacturers • Processor socket types • Air and liquid cooling systems • RAM types • Memory speed and capacity • Motherboard components • Expansion slots • Chipsets • BIOS • UEFI • CMOS • Hardware compatibility • Environmental effects on computers • Clock speed • Bus speed • Binary storage concepts • Bits and bytes • Digital storage units • Ohm's Law • Voltage

		• Current • Resistance • Capacitance • Power supplies • Wattage calculations • Power efficiency • Computer connectors
Unit 4 – Basic Computer Maintenance	Final Project	
Students will learn: • Computer component identification • Proper care of computer hardware • Cleaning computer equipment • Preventive maintenance • Hardware inspection • Basic troubleshooting procedures • Proper handling of internal components • Cable management • Safe storage of equipment • Documentation of maintenance procedures	Students will identify and explain the functions of major computer hardware components, demonstrate proper workplace safety procedures, safely handle computer equipment, perform basic preventive maintenance, apply ethical technology practices, and complete a basic computer hardware inspection while following industry-standard safety procedures and professional workplace expectations.	

Certificate Offered

Google IT Support Professional Certificate



Students will begin preparing for the **Google IT Support Professional Certificate**, an industry-recognized credential that develops foundational skills for entry-level careers in Information Technology support. The certification introduces students to computer hardware, operating systems, networking, troubleshooting, customer service, cybersecurity fundamentals, and technical support procedures. Through this course, students will build the foundational knowledge necessary for continued preparation toward earning the Google IT Support Professional Certificate in advanced Technology Devices Maintenance courses. This credential is included on the **Arizona Department of Education CTE Industry Credential List** and aligns with Arizona's Information Technology Career and Technical Education pathway.

Student Name: _____

Period: _____

SIGNATURE PAGE

Please sign and return to your course teacher.

I have read and understand the contents of the **COMPUTER BASICS** 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