

INSTRUCTOR INFORMATION: Shawneen Hefton

(573)842-2520

shefton@waynesville.k12.mo.us

Office hours: 7:45 a.m. – 8:15 a.m. Mon – Fri

2:40 p.m. – 3:30 p.m. Tues & Thur by appointment

**SCHOOL INFORMATION:** Waynesville Career Center

400 GW Lane

Waynesville, MO 65583

(573) 842-2500

<http://www.waynesville.k12.mo.us/Domain/9>**WAYNESVILLE SCHOOL DISTRICT'S VISION AND MISSION:**

- Our vision is to excel as a *student-centered* community of learners that embraces diversity, collaboration, and innovation.
- Our mission is to prepare and empower individual *lifelong learners* for opportunities as citizens and leaders.

WAYNESVILLE CAREER CENTER'S VISION AND MISSION:

- Our vision is being committed to developing a diverse and skilled workforce of *lifelong learners*.
- Our mission is to provide a relevant learning environment using *critical thinking, technology,* and *career skills* to prepare students for success.

CIT COURSE DESCRIPTION:

In your CIT course you'll begin your *IT certification path* starting with the Microsoft Technology Associate (MTA) certification in Software Development Fundamentals. While preparing for the MTA certification, you will learn the Visual C# programming language, the .NET framework, and the Visual Studio IDE. Visual C# is a popular, in-demand programming language developed by Microsoft. You will also be introduced to database design and development and web development.

COURSE GOALS:

Earning IT certifications validate your knowledge, enhance your credibility with future employers, and get you on the right track to becoming a *lifelong learner* which is an absolute must have skill/habit in the IT profession. In Career and Technical Education (CTE) we highly value industry recognized certifications – because your employers will.

Your goal as a CIT student will be to master the following six objective domains and earn your MTA certification.

- Understanding Core Programming
- Understanding Object-Oriented Programming
- Understanding General Software Development
- Understanding Web Applications
- Understanding Desktop Applications
- Understanding Databases

CURRICULUM:

C# Programming: From Problem Analysis to Program Design text book

Microsoft Official Academic Course – 98-361 Software Development Fundamentals text book

Microsoft Developer Network (MDN) – Visual C# and Visual Studio 2019 documentation

Microsoft Virtual Academy – Software Development Fundamentals

GRADING POLICY:

All assignments will fall into one of three assignment types and are graded using total points.

- Major Projects/Quizzes/Tests/Final – 50% of total grade
- Projects/In-class hands-on Activities – 40% of total grade
- College and Career Readiness – 10% of total grade

Grade scores are based on the following scale:

95 to 100 = A	73 to 76 = C
90 to 94 = A-	70 to 72 = C-
87 to 89 = B+	67 to 69 = D+
83 to 86 = B	63 to 66 = D
80 to 82 = B-	60 to 62 = D-
77 to 79 = C+	0 to 59 = F

****** Your certification test results will be 10% of your second semester grade.

LATE OR MISSING WORK:

Late assignments will result in a penalty as follows:

- 10% deduction if 1 school day late
- Additional 10% deduction up to 5 school days

ACADEMIC HONESTY:

You are not allowed to cheat in this classroom. Cheating is defined as turning in assignments that are not your own work or allowing others to do so. This includes copying answers to quizzes, turning in assignments done by someone else, allowing someone to copy your answers, or allowing someone else to turn in your work as their own. If cheating is discovered, all involved parties will receive a zero on the assignment and referred to the office for additional disciplinary action; which includes notifying your parents. Please don't cheat... enjoy learning instead.

SKILLSUSA... A TECHNICAL STUDENT ORGANIZATION:

Joining a technical student organization builds life-long positive skills in the chosen career path, interpersonal relationships, and self-pride. By being an active member in SkillsUSA, technical students gain valuable insight into real life situations through club participation, club management, moneymaking projects, parliamentary procedures, and competition through nationally sponsored business and industry program contests. Whether heading off to college, technical training, or joining the work force, high school graduates need skills in problem-solving, interpersonal communications, and leadership.

SkillsUSA membership dues:

- \$20 for membership and t-shirt or \$15 for membership only.
- Please submit a check payable to WCC

This course will integrate the goals and practices of SkillsUSA with industry standards to assist you in creating very marketable technical and interpersonal skills. **As a student of the Computer Information Technology course, being a SkillsUSA member is a vital part of the technical program and the Waynesville Career Center.

REQUIRED SUPPLIES:

- Headphones – supplemental videos will be assigned throughout the course.

EMBEDDED CREDIT – TECHNICAL ENGLISH:

One unit of elective English/Communication Arts credit will be awarded to students completing at least four credits in a career and technical education program and upon successful completion of the English/Communication Arts criteria established. The skills you will acquire upon completing these assignments are critical skills you will need to be successful in your professional life.

EMBEDDED CREDIT – TECHNICAL MATH:

One unit of a Math credit will be awarded to students completing at least four credits in a career and technical education program and upon successful completion of the Technical Math criteria established. The skills you will acquire upon completing these assignments are critical skills you will need to be successful in your professional life.

INSTRUCTOR EXPECTATIONS:

These are the expectations I will have of you as a member of our CIT class:

- Make positive contributions to this class.
- Take responsibility for your learning and fully engage in the learning process.
- Learn the value of teamwork, communication, and cooperation by working with other instructors, other students, community members, and me.
- Take advantage of this great opportunity to learn in-demand computing skills and earn an industry certification: MTA 98-361 Software Development Fundamentals Certification.

CLASS POLICIES:

We have three policies in our CIT classroom:

1. Be a Professional
2. Be a Creator/Builder
3. Be an Active Learner

CLASS PROCEDURES:**Bathroom**

You do not need to ask permission to use the restroom... If you have to go, just sign out before you leave AND sign back in when you return. Be respectful of our open policy and don't abuse it.

Cell Phones

- Listening to music - Use playlist or streaming and during independent work only
- Phone calls - Limit to break, unless an emergency (use back room)
- Texting - Limit to break, unless an emergency (use back room)
- Research/Note Taking/Academic purposes - of course

** Your brain cannot do two cognitive tasks at once, therefore, every time you touch your cell phone you brain is task switching. **This is a very unproductive habit you do not want to have as a software developer.** I will ask you to place it on my computer lectern for the rest of our class period if you are having difficulty self-monitoring and being professional with your phones.

End of Day

- Shut down your computer
- Clean up your workspace
- Lower your chair and push underneath your desk
- Say goodbye!☺

CURRENT MASK PROCEDURES:

Masks may be required in our classroom (we will follow the guidelines set by the Waynesville School District).

VIRTUAL LEARNING:

When pandemic guidelines require us to move to online learning classes, we will meet during our scheduled class time virtually. All assignments will be available in Canvas.

Welcome to CIT – C# Programming at Waynesville Career Center. I am excited to have you in my class and I cannot wait to introduce you to valuable coding skills along with assisting you in developing even more valuable analysis, developmental, reasoning, and hypothesizing skills.

I intend to help you become the type of student/employee that can solve problems, develop processes, develop a plan and know how and when to adjust it, and work amicably and fairly with your classmates/coworkers.

It is my hope that I can convince you that if you continuously learn, improve, and form habits of the following, you will always be successful in improving and making positive footprints in any position you occupy:

- Find effective, positive solutions to problems (opportunities)
- Forecast future needs and implement them into your daily tasks
- Develop, document and continuously improve processes
- Be that guy/girl everyone goes to because they are not only resourceful but also approachable.

I look forward to getting to know you and helping you learn software development this school year. To ensure that we are all on the same page, please show this syllabus to your parent(s)/guardian(s) so they will have my contact information, a clear understanding of the objectives and expectations of your Computer Information Technology class, and know of your opportunity to earn an MTA certification.

I would also like you to sign below to signify that you understand the objectives, expectations and are willing and capable of following our classroom policies and procedures. Thank you and I hope you have a wonderful school year. ~ Mrs. Hefton

Student Name

Student Signature and Date

Parent/Guardian Name

Parent/Guardian Signature and Date

Parent/Guardian Daytime Phone #

Parent/Guardian Evening Phone #

Parent/Guardian Email address

Best time/method to be reached

Please return page 5 of your syllabus to me for after you and your parent/guardian have read and signed it.