



Attitude – Respect – Responsibility

## Internet Programming & Development

2019-2020 Syllabus/Handbook

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## Welcome

### Auburn Career Center's Mission

Our mission is to guarantee that all students empower themselves, excel in the emerging workplace, and enrich their community.

### Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

## Course Information/ Contact Information

Instructor Information:

### Course Schedule

First Year Schedule: 8:18am to 10:53am

Second Year Schedule: 11:00am to 2:28pm

### Course Credits:

Articulation:

This is a Tech Prep Program. Students have the potential of earning Lakeland Community College credit for work completed in Internet Programming & Development while attending Auburn Career Center. Additionally, the Lakeland Community College & Bryant & Stratton College agreements extend articulation credit to completers of the Internet Programming & Development program.

Lakeland CC: ITIS 1005, ITIS 1007, ITIS 1108, ITIS 1510, ITON 1050, ITCS 1010

Bryant & Stratton: TECH 100, TECH 130, TECH 140, SECR180, COMM 150, INSM 180, NETW 150

Kent State University: COMT 11005, COMT 12000, COMT 11006, COMT 11000

### Course Materials

- USB Flash Drive
- Headphones
- Uniform - **\$34 - \$42 (two shirts)**
- Class fee - **\$25**

**All fees are due by October 31, 2019. Accounts will be adjusted after the approval of free/reduced lunch applications.**

## Program Scope:

### First Year Course(s) Description/Outcomes:

#### **Information Technology**

Subject Code: 145005

This first course in the IT career field is designed to provide students with a working knowledge of computer concepts and essential skills necessary for work and communication in today's society. Students will learn safety, security, and ethical issues in computing and social networking. Students will also learn about input/output systems, computer hardware and operating systems, and office applications.

#### **Web Design**

Subject Code: 145010

Students will learn the dynamics of the Web environment while pursuing an in-depth study of both Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Web based protocols such as FTP, TCP/IP, and HTTP will be addressed. Students will create a website with tag text elements, special characters, lines, graphics, hypertext links, and graphical tables.

### Second Year Course(s) Descriptions/Outcomes:

#### **Programming**

Subject Code: 145060

In this course, students will learn the basics of building simple interactive applications. Students will learn the basic units of logic: sequence, selection, and loop. Students will apply algorithmic solutions to problem-domain scenarios. Students will gain experience in using commercial and open source languages, programs, and applications.

#### **Database Applications Development**

Subject Code: 145085

Students will use developer strategies to manipulate data, present database systems theory, and develop database applications. Students will learn to import and export data, manipulate table properties, make advanced queries, and run basic SQL forms and reports. Students will develop macros for automating database tasks and building menu-driven applications. Knowledge and skills of data modeling, diagramming, query writing, and design theory will be developed.

### First Year Sequence

#### **IT Fundamentals**

Security, Risks, and Safeguards

Networking Fundamentals

Data Encoding

Emerging Technologies

Operating Systems

Installation and Configuration

Web Architecture

Databases

Project Concept Proposal

Equipment

Troubleshooting

Performance Tests and Acceptance  
Plans

Rollout and Handoff

Web pages

Links and Multimedia

Scripting

Web Forms

Websites

### **Programming and Software Systems**

Programming Concepts

Computational and String Operations

Logical Operations and Control  
Structures

### **Web Development**

#### **Second Year Sequence**

##### **Programming and Software Systems Cont.**

Integrated Development Environment

Programming Conventions

Software Development Lifecycle

Configuration Management

General Security Compliance

##### **Business Operations**

Employability Skills

Leadership and Communications

Business Ethics and Law

Knowledge Management and  
Information Technology

Global Environment

Business Literacy

Entrepreneurship/Entrepreneurs

Operations Management

Financial Management

Sales and Marketing

Principles of Business Economics

##### **Databases**

Data Modeling

Design and Creation

Data Entry and Access

Database Management

##### **Information Security**

Components of Information Security

## Auburn Certificates

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Auburn Completion Ceremony and placed in the student's portfolio.

See APPENDIX for additional information on certificates

## Instructional Philosophy

Much of the material presented in this course will be delivered through lectures and projects. Class participation is encouraged, and students should be prepared for class by completing any assigned reading and bringing appropriate materials to class. Classroom activities will include computer-based assignments, case studies, research, and group and individual projects. In addition, students will have assignments to be completed in- and out-of-class. Assessment methods include tests, quizzes, oral presentations, written reports, worksheets, and projects.

Students will also have the opportunity to compete in regional, state, and national competitions for SkillsUSA and Tech Prep. These competitions allow students to apply the theories and concepts learned in class to a real-world environment.

## Assessment Plan

### Grading Scale

**Performance Standards:** Grades for the course will be based on the following levels of performance:

Grade	Description
A (90-100%)	Work is correct with only minor flaws (not having to do with the main idea of the problem). You understood the concepts presented in class and were able to apply them appropriately to real-world examples. You completed all assignments on time, demonstrated a good work ethic, and produced a high quality of work.

B (80-89%)	You did quality work with a few flaws. You understood the concepts presented in class, and were able to apply them with help. You completed almost all assignments on time, and demonstrated knowledge with sufficient skill.
C (70-79%)	Had difficulty understanding class concepts or applying concepts to real-world situations. Some assignments were late or were not turned in.
D (60-69%)	Did not complete some of the work for the class. Work completed was frequently late or of low quality with error and omissions.
F (≤ 59%)	Did not complete a significant amount of work for the class, or if work was done it had major errors and did not meet standards. Missed 5 or more class periods during the grading period.

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### *Grading Policies*

It is expected that students complete assignments on time. Assignments will be dropped one letter grade for each day that they are late. If an assignment is turned in more than four days late, it will be worth zero credit. Tests and quizzes may be formative or summative in nature.

### *Employability Skills*

In Career and Technical Education student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort, etc. are considered employability skills and are all a part of one's grade.

In addition to the guidelines presented in the Student/Parent Handbook, Internet Programming & Development students have the opportunity to earn up to 50 points per week for employability skills.

It is up to the student to earn the grade. Not earning points is based on inappropriate behavior and teacher observations of behavior and attitude. Behavior and preparedness are an essential part of a student's tenure at Auburn.

#### **To earn employability points in class, students are to:**

- ✓ Speak/Think Positively – Utilize outstanding communication skills
- ✓ Keeping excellent attendance – Be dressed and ready for class
- ✓ Follow Directions – Use computers, calculators or mobile devices in an appropriate manner
- ✓ Be a Team Player - Have tolerance, respect, and concern for others
- ✓ Demonstrate Excellent Work Ethic – Be in class, on time, ready to begin, focused on task at hand
- ✓ Uphold a Safe Environment - Operate and maintain equipment properly

Continual violation of the Employability Skills will result in a reduced course grade. Continuous violation of the Employability Skills will result in additional disciplinary action determined on a case by case basis.

**NOTE:**

The above expectations also extend to a student's behavior throughout Auburn Career Center and will affect your grade.

**\*You can positively impact your employability skills score. Bonus points can be earned by going above and beyond expectations.**

### Course Assignments, Labs and Projects

All assignments are to be word processed and are to include your name, class, assignment name, and assignment date in the upper left hand corner.

Assignments are due at the start of class. Late assignments will only be accepted with an excused absence.

Students can expect assignments on a regular basis. Projects of significant importance will be assigned throughout the year.

Late assignments will only be accepted with an excused absence.

### Course Policies

This course covers a large amount of material; therefore, **late assignments may not be accepted**. An exception to this is if the student provides an excused absence that is verified by the High School office. Refer to the Student/Parent Handbook for more information.

This program is a program that builds upon skills. Missing class time will jeopardize a student's ability to complete the various assignments and projects accurately and on time.

Class participation and employability skills are an extremely important part of this program. Grades are based in part on the following:

### Safety

1. Make safety the first consideration in every situation.
2. When picking up a load, evaluate whether or not you need help or special equipment. Do not lift a load alone if you have any doubt of your ability to lift it. Use proper lifting techniques to prevent injury.
3. Keep your work area clean and free of loose objects, stumbling (includes office equipment wires) or slipping hazards, rubbish, etc.
4. Be aware of walking surfaces and their condition. Extra care may be required to prevent an accident.



5. Do not reach too high for something that may fall on you. Use a small set of steps, a ladder, or ask for help if you need it. If a ladder is used, be sure it is well secured.
6. Never leave an unsafe condition unguarded or unmarked, even temporarily.
7. Learn location of school safety equipment and know how to use them.

### *Emergency Response*

**If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructors office.**

**Pick up the phone and dial “0” for the Main Office.**

**Remain calm, explain the situation.**

**If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.**

***If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.***

***There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.***

### *Program Apparel*

Students will be required to wear program specific apparel.

Standard daily dress:

- Clean Program Uniform
- Appropriate Personal Hygiene

Special event dress; formal school events and student organization events:

- Clean Program Uniform or Dress Shirt
- Khakis or dress slacks
- Dress shoes

Students are required to have and display on themselves at all times an Auburn Career Center ID badge, which is provided free during the first weeks of school. The Auburn ID Badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original badge is lost or stolen, a replacement ID badge must be purchased. The fee for a replacement ID badge is \$5.00.

### Classroom Entry – Attendance

Attendance is taken at the start of class. All students should be in their assigned classroom/lab before the bell sounds. If you are tardy you must report to the High School Office and obtain an admit slip.

**More than 5 unexcused absences within a 9 week grading period or 3 in a 6 week grading period may result in loss of credit. Excessive unexcused absences may result in disciplinary action.** Refer to the Student/Parent Handbook for more information.

### Classroom Exit – Dismissal

Students are dismissed by the Instructor, not the bell. Students are not to line up at the door, be in the hall, or leave the classroom or lab prior to dismissal by the teacher.

### Mobile Technology Policy

Cell Phones, MP3 Players and other mobile devices are included in the definition of personal mobile technology. It is expected that students will realize that mobile technology devices have their time and place and will utilize them appropriately, as stated in this handbook while in the Internet Programming & Development classroom/lab. Students will abide by any policies stated within the Auburn Student Handbook and Technology Agreement while at Auburn Career Center.

### Classroom Rules, Consequences and Rewards

1. Code of Conduct: The published Code of Conduct for Auburn Career Center found in the Student/Parent Handbook will be enforced at all times. Refer to the Handbook for discussion of due process of the Code and safety violations. Academic dishonesty will not be tolerated. Infractions will be dealt with according to established Auburn Career Center policy.
2. The attendance/tardiness policy provided in the handbook will be followed at all times. It is the responsibility of the student to make arrangements to make up any missed activity the day he/she returns to class. There are certain assignments that cannot be made up.
3. Computer usage: Auburn Career Center supports instruction through the use of computers, e-mail, software, and other media, and Internet access. The use of the tools is a privilege, not a right. Any student who violates the Acceptable Use Policy found in the Student/Parent Handbook may lose their access to Auburn's computers and network accounts. Notice to students who have access to digital audio and video recording equipment. Abuses of this equipment will not be tolerated.

In addition, students are expected to use computers and other media equipment at the designated time, and only for class assignments. Abuses may result in a loss of technology privileges.

Auburn e-mail accounts are monitored, and the use of them falls under ACC policies.

4. Auburn Career Center is a full-service career center. Many people pass through the facility during the day. Therefore it is important that students wear their student identification badges when in the building. Students who do not display an identification badge will be referred to the Main Office. Failure to wear an ID may result in loss of Employability Skills points and be referred for discipline.
5. Changes to the Syllabus/Handbook: The Instructor/ACC Administration reserve the right to make changes to this syllabus/handbook as needed throughout the year.

## CTSO

### Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has skilled workforce. Skills USA helps each student excel.

#### Membership:

SkillsUSA serves more than 360,000 students and instructors annually. This includes 20,365 instructors who join as professional members. Including alumni, Skills USA membership totals over 400,000. SkillsUSA has served more than 13.5 million annual members since 1965.

#### Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics.

# APPENDIX

## AUBURN CERTIFICATES

### Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

### Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

### Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

### Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

## BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

## CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

### Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

### Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

### Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

### Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
  - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

### Symplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

## TECHNOLOGY LITERACY PROGRAM

### Description of Course

Technology Literacy is offered to first year students at Auburn Career Center. The course provides an overview of the basic fundamentals of working with computers today. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 7 and productivity programs included in Microsoft Office 2016 (Outlook, Word, Power Point,

Excel, and Access). Students will also begin to use and navigate e-learning environments using Blackboard and Citrix. Internet navigation, computer security and privacy, and ever-changing technology will also be overviewed within the course.

**Purpose**

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

**Mastery Learning**

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

## Auburn Career Center – Internet Programming & Development

### Syllabus/Handbook Agreement

*After reviewing the Internet Programming & Development Syllabus/Handbook, please sign and return this agreement page to the Internet Programming & Development Instructor.*

**I have read and understand all of the information included in the Auburn Career Center Internet Programming & Development Syllabus/Handbook.**

**Student Name:** \_\_\_\_\_  
*(Please print)*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_  
*(Please print)*

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_