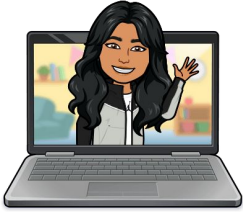


TECHNOLOGY DEVICES MAINTENANCE

Sand Devil Way: Be Kind | Get Involved | Work Hard



INSTRUCTOR: MISTY SMITH

Room: 302

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(928)608-4100 EXT 5803

2026 – 2027



COURSE DESCRIPTION

This second-year Information Technology course builds on the skills developed in Year 1 and focuses on advanced software, operating systems, cybersecurity, troubleshooting, and technical support. Students will work with Windows, macOS, Linux, mobile operating systems, system utilities, user accounts, permissions, networking tools, and security procedures. Through hands-on labs, projects, help-desk scenarios, and real-world troubleshooting activities, students will strengthen their technical knowledge, problem-solving skills, and professional workplace habits. The course also prepares students for continued education, industry certifications, and careers in information technology. Course content is aligned with the objectives of the **CompTIA A+ Core 2 certification exam**.



COURSE GOALS

Students will meet or exceed the Arizona State CTE Standards for Year One in Technology Devices Maintenance while developing skills aligned with the CompTIA A+ Core 2 objectives.

Students will:

- Install, configure, and manage operating systems and software.
- Troubleshoot common hardware, software, and network problems.
- Apply cybersecurity practices to protect systems, devices, and data.
- Manage user accounts, permissions, system tools, and storage.
- Complete hands-on labs and real-world technical support tasks.
- Prepare for IT certifications, continued education, and technology careers.



COURSE OVERVIEW

This course aims to equip you with practical skills applicable in your daily life. The curriculum covers the following areas:

- Windows OS & Administration
- macOS, Linux, & Mobile OS
- Software Installation & Configuration
- Cybersecurity & Data Protection
- User Accounts, Permissions & System Tools
- Help Desk Support & Operational Procedures
- CompTIA A+ Core 2 Review & Capstone Activities



CTSO - TECHNOLOGY CLUB

All students are encouraged to join the Information Technology Club. Members develop leadership skills, connect with other students, and participate in meetings, fundraisers, activities, and possible Arizona SkillsUSA events. Competition opportunities are limited to second-year students.



COURSE MATERIALS REQUIRED

- 1) **Sketchbook or Spiral Notebook:** College-rule
- 2) **Writing Tools :** Pencils, colored pencils, and pens
- 3) **Computer/Laptop:** Provided by school



GRADING POLICY

The consequence of missing work is to do the work! Any assignment, lab, project, quiz or test needs to be turned in within a week after the original due date, unless prior arrangements are made with the teacher. **No extra credit will be offered.** Students should complete, correct, or resubmit assigned work to improve their grades.

- **Hands-On Labs and Projects – 40%**

Practical activities that measure students' ability to install, configure, troubleshoot, and apply IT skills.

- **Classwork and Skill Practice – 25%**

Daily assignments, vocabulary, notes, simulations, and certification-preparation activities.

- **Quizzes and Tests – 25%**

Unit quizzes, exams, and assessments aligned with course standards and CompTIA A+ objectives.

- **Professionalism – 10%**

Attendance, preparedness, participation, responsible use of equipment, and workplace behavior.

ASSIGNMENTS

- ✓ Classwork may be corrected and resubmitted to improve the grade.
- ✓ Projects and labs may be resubmitted within one week of the original due date.
- ✓ Missing work should be checked in Google Classroom and completed promptly.

ASSESSMENTS

- ✓ Quizzes and tests measure understanding of course skills and concepts.
- ✓ Students are allowed **one retake** for each quiz and test..
- ✓ All related assignments must be completed before a retake.
- ✓ The higher of the two scores will be recorded.
- ✓ Final exams must be taken at the scheduled time unless prior arrangements are approved.

PROFESSIONALISM POINTS

Students earn **2 professionalism points each day** for attendance, preparedness, and participation. UNV and TRU absences lose both points, with TRU points unable to be made up. EXC/VER absences and tardies lose 1 point, while repeated tardiness lose 2 points. Eligible points may be made up during office hours or by appointment at **20 minutes per point**.



TENTATIVE UNIT SCHEDULE

- **Unit 1:** Windows Operating Systems & Installation — 18 days
- **Unit 2:** Windows Configuration & Administration — 20 days
- **Unit 3:** System Tools, Storage, & User Accounts — 18 days
- **Unit 4:** Software & Operating System Troubleshooting — 18 days
- **Unit 5:** macOS, Linux, & Mobile Operating Systems — 16 days
- **Unit 6:** Cybersecurity & Data Protection — 22 days
- **Unit 7:** Help Desk Support and Operational Procedures — 20 days
- **Unit 8:** CompTIA A+ Core 2 Review and Capstone — 16 days

Total: 148 instructional days

Unit lengths are approximate and may change based on student progress, school activities, & instructional needs.

AZ TECHNICAL SKILLS ASSESSMENT

Students will take the Arizona Technical Skills Assessment during Year 2 to demonstrate mastery of the Information Technology CTE standards.

INDUSTRY CERTIFICATION

Students will have the opportunity to earn an industry-recognized IT certification at no cost. The certification measures foundational knowledge of hardware, software, networking, information systems, and cybersecurity.





SAND DEVIL WAY

- **Be On-Time:** In the classroom, when the bell rings is on time.
- **Be Prepared:** Come to class prepared with all materials and ready to learn from bell to bell.
- **Be Respectful:** Respect other students, teachers, school property, and yourself. Respect those around you the way you would like to be respected.

Be Kind, Get Involved, Work Hard!!!



CLASSROOM CULTURE

SOCIAL CONTRACT & BEHAVIOR PROCESS

Our classroom uses a **Social Contract** to create a positive and respectful learning environment. At the beginning of the year, students and the teacher work together to establish expectations for how everyone should be treated. This shared agreement helps students take ownership of the classroom culture.

When behavior does not follow the Social Contract, students will be guided through these four questions:

- What are you doing?
- What are you supposed to be doing?
- Are you doing it?
- What are you going to do about it?

This process encourages reflection, responsibility, and better choices. Consequences may still be given when necessary, but the goal is growth, accountability, and repairing the situation.



CLASSROOM POLICIES

Work Area (Housekeeping)

- Keep your work area clean.
- Do not mark or damage PUSD equipment.
- Throw away all trash and leave desks and floors clear.
- Push in your chair before leaving.

Food & Drinks

- No food, candy, or gum.
- No drinks, including energy or take-out drinks.
- Water is allowed in a closed water bottle.

Exiting Classroom

- Work from bell to bell.
- Stay away from the door.
- Leave only after the bell rings.

Any violation(s) may result in lost of professionalism point(s) and/or marked tardy or absent!

No CELL BELL-TO-BELL

Cell Phone use can reduce attention, memory, and learning. Even having a phone nearby may be distracting. Students are expected to keep cell phones put away during instructional time unless given permission by the teacher.

CELL PHONE CONSEQUENCES

- **1st offense:** Reminder and phone placed in classroom box.
- **2nd offense:** Phone held by administration until end of day.
- **3rd offense:** Phone held, lunch detention, and parent contact.
- **4th offense:** After-school detention and parent pickup required.
- **5th offense:** Phone turned in to the office daily.

Phones used in the hallway during class time will be confiscated until the end of the day.



ABSENCE INTERVENTION

Absence count includes UNV, TRU, and VER absences. It does not include EXC, ACT, or ONC.

- **1–3 absences:** Parent notice, teacher check-in, and make-up work.
- **4–5 absences:** Attendance letter and after-school support.
- **6–7 absences:** Final attendance notice.
- **8+ absences:** Administrative conference and possible attendance contract.
- **10 consecutive absences:** Automatic withdrawal.

Support may include after school tutoring, summer school, or replacement of electives with academic courses.

TARDY POLICY

Students are considered tardy if they are not in their assigned location when the bell rings. Tardy students should report directly to class. Repeated tardiness will result in progressive consequences.

- **1–2 tardies:** Warning, parent contact may occur, and lunch detention.
- **3–4 tardies:** Referral, truancy round-up, and lunch detention.
- **5+ tardies:** Referral and lunch or after-school detention.
- **15+ minutes late:** Lunch detention; 30+ minutes may count as truancy.
- **Habitual tardiness:** Additional detention and parent conference.

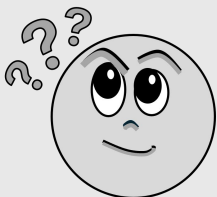
Tardy counts reset each semester.



WHAT Do I Do If . . .

I need extra help?

- Office hours are available for anyone wanting or needing extra help.
- Office hours will also be posted outside classroom.
- Office hours are subject to change due to in-season coaching.



I'm in extra-curricular activities?

- If you participate in extracurricular activities, please be sure you complete all assignments you may have missed. Ask a classmate or ask the teacher.
- **Grade checks/reports** will NOT be addressed during class. Teacher will ONLY sign before or after school, at lunch or between classes.

Tips for Being Successful in Class!

- 1) Attend class daily!
- 2) Be an active participant in class – Don't be a spectator.
- 3) Follow directions.
- 4) Work cooperatively with the teacher and your classmates.
- 5) Take notes and ask questions when unclear about a concept.
- 6) Complete assignments daily. It is very difficult to play catch up!
- 7) Take advantage of office hours.
- 8) Study for assessments. They will consist of similar problems from classwork, warm-ups, and notes.
- 9) If you are absent, make sure to obtain the notes from a classmate. You must make up any assignment you missed during your absence.

Note: Some of these guidelines may change as the year progresses. You will be informed of any changes. Keep this handout in your notebook at all times. If parents have any questions, I can be contacted at msmith@pageud.org



**Fundamentals of Tech 1 & 2
Course Syllabus & Expectations
Mrs. Smith**

Signature : Our signature below (Parent and Student) shows that we have read, understood, and are aware of the expectations and grading procedures for this class.

_____	_____
Date	Class Period

_____	_____
(Print) Student's Name	Student's Signature

_____	_____
(Print) Parent's Name	Parent's Signature

_____	_____
Parent's Email	Parent's Phone Number

