

Byng High School

Computer Repair and Troubleshooting III - Career Major Capstone

Syllabus

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Course Title:	Career Major Capstone
Course Number:	8106
Pre-requisite:	Completion of 3 courses within a Career Major
Length:	1 Carnegie Unit (120 hours hands-on theory in the form of an internship and/or final project, and portfolio finalization)

Course Description:

Internships, project-based instruction and additional industry certifications will be utilized to reinforce skills obtained within any Business, Marketing, and Information Technology Career Major. Students will make final preparations for industry certifications as they master competencies. Students will select from various project options to finalize portfolios that highlight skills and certifications. Students may also undertake special projects, cross-train or participate in workplace learning opportunities to enhance skills in accordance with industry demands.

Specific Learning Competencies - *Upon successful completion of this course, the student will be able to:*

1. Demonstrate mastery in the field through the pursuit of advanced certifications.
2. Complete advanced projects with limited supervision.
3. Gather data to analyze customer requirements.
4. Identify and analyze customer/organizational needs and requirements.
5. Produce strategies and project plans to solve a specific problem.
6. Conduct a needs analysis.
7. Demonstrate the effective use of tools for an integrated project.
8. Complete a comprehensive case study pertaining to a specific career major.
9. Perform project management.
10. Produce strategies and plan to solve a specific problem.
11. Perform quality assurance tasks to produce quality products.
12. Perform customer service functions.
13. Demonstrate ability to communicate and resolve conflicts with a diverse workforce.
14. Discuss the importance of cross-functional teams in achieving project goals.
15. Demonstrate knowledge of leadership skills needed within the career major environment.
16. Build interpersonal skills with individuals and other team members.
17. Identify and demonstrate positive work behaviors and personal qualities.
18. Identify and target career opportunities in one or more career pathways.

19. Finalize personal career plan to meet career goals and objectives.
20. Market skills and abilities and apply job readiness skills in conjunction with a portfolio.
21. Successfully participate in a teamwork environment.
22. Identify and apply customer service techniques necessary for a successful business.
23. Develop prototype, flowchart, requirements document, and sample budget for implementation of a project.
24. Demonstrate knowledge of the relationship between lifelong learning and career development.
25. Demonstrate knowledge of career development/progression patterns in industry.

Professional Development/Job Readiness Competencies

1. Formulate occupational objectives.
2. Compose a letter of application.
3. Complete a job application form.
4. Create a resume.
5. Review potential interview questions.
6. Formulate responses to simulated situations.
7. Participate in a job interview.
8. Complete post-interview activities.
9. Demonstrate knowledge of resignation, termination, and exit.
10. Demonstrate knowledge of available employment services.
11. Complete benefits form.

Print or Electronic Portfolio Development Competencies

1. Decide on portfolio goals.
2. Describe the audience for the portfolio.
3. Decide on contents of portfolio.
4. Decide which software tools are most appropriate.
5. Gather multimedia materials, which represent learner's achievement.
6. Convert multimedia materials to HTML or PDF.
7. Discuss adding audio and video artifacts to the portfolio.
8. Create an outline or storyboard with PowerPoint, Word, or Inspiration.
9. Record reflection on work and achievement of goals.
10. Discuss using other authoring tools.
11. Insert video clips or record audio to accompany still images.
12. Discuss publishing options, including CD-R, DVD, video and WWW server.
13. Demo CD recording and have participants burn first draft prior to or during the final discussion, or upload files to web server.

Recommended Instruction: (Based on 175 class periods)

59 Class Periods Certification Preparation and Attainment and/or Internship

58 Class Periods Final Project

58 Class Periods Portfolio Finalization

Methods of Instruction:

Class discussions, hands-on-training, demonstrations, projects and performance evaluation.

- Project-Based Instruction/Teamwork
- Industry Certification Prep
- Portfolio

Required Certifications:

No tests required for this course. It is used to demonstrate mastery in the field through the pursuit of advanced certifications, complete advanced projects with limited supervision, or used for an OJT (on the job training) component.

- ODCTE:
- Fulfillment of requirements for Career Major.
 - Live work &/or internship in accordance with industry demands.
 - Completion of portfolio.

Recognized Primary Course Textbooks and Instructional Resources:

- OkCareerGuide.org <https://okcareerguide.kuder.com/landing-page>
- *The Five Minute Freelance Guide* (PDF File located on Portal)—E-lance.com; e-Moonlighter; Guru.com
- *Resumes, Cover Letters, & Interviewing*, Eischen & Eischen, Cengage Learning, 2013
- *Getting a Job Process Kit*, Zedlitz, Cengage Learning, 2011
- *Job Interview Blueprint*, Nate Sterling, 2014
 - <http://interviewblueprints.com/resources/>
- Easy Online Resume Builder <https://www.resumehelp.com/>
- Online Portfolio Tools <http://mashable.com/2013/09/17/online-portfolio/>
- Interview Tips <http://mashable.com/search/?t=stories&q=interview%20tips>