



CompTIA A+ Certification

(Internal Process Document)



Purpose

This document summarizes the process AUS Staff and Students will follow to ensure students at Academy for Urban Scholars High School are equipped with the skills to be prepared for careers in the 21st century, decrease the digital divide in the urban community, and provide an opportunity for students to understand the principles and practices of computer science.

Ownership and Accountability

This process is owned by the School Director, Assistant Director, Curriculum & Instructor Director, Development Director and Instructors. The School Director is responsible for ensuring the process is followed, maintained and updated as appropriate. The effective date of this document is located in the footer and will be changed when the document is changed. The Director of Curriculum & Instruction will perform periodic audits of the class success, maintain communication with Amazon and set meetings as requested. Instructors will follow the course outline, keep track of attendance, provide feedback to staff and students and keep gradebook up to date.

Background

Comp TIA is a great initial learning tool giving the ground work of all computer and Technology Learning. By giving a ground work and providing hands on teaching we will be able to educate and engage with our students.

Process Summary

The following process will ensure that students are invited to participate in CompTIA A+ Training class:

1. All staff will be knowledgeable in CompTIA A+ so they can communicate to students and parents
2. CompTIA A+ poster and information sheets will be placed throughout the school
3. Students may enroll in the class by completing an interest sheet and/or staff selection. Academic Affairs will notify parents via phone and letter sent through the mail
4. Academic Affairs will ensure the class is on the student schedule



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5. Student(s) will participate in the class with minimal absence
6. Instructors will keep daily attendance and provide feedback to students, teachers and engagement coaches. Instructors are responsible to make phone calls to students if they are not coming to class, falling behind, and for positive feedback. If they are unsuccessful, instructors are to reach out to the students Engagement Coach for assistance
7. If a student wants to withdraw from a class- the student, instructor, Engagement Coach and Academic Affairs must sit down and discuss why and notify parents. If a valid reason is determined a withdraw letter will be sent home

Process Documentation

Instructors will keep attendance through QuickBase. Weekly reports will be sent to Curriculum & Instruction Director by end of day on Fridays. Information will be reflected in bi-weekly report to management.

Instructor will use and follow Professor Messer curriculum and provide weekly

Program Objectives

- | | |
|---|---------------------------------------|
| Unit 1: Peripherals and Adapters | Unit 6: Supporting Windows Part 1 |
| Unit 2: System Components | Unit 7: Supporting Windows Part 2 |
| Unit 3: Trouble Shooting & Mobile Devices | Unit 8: Supporting Windows Part 3 |
| Unit 4: Printer & Network Hardware | Unit 9: Supporting Windows & Networks |
| Unit 5: Networks | Unit 10: Linux, OS X, and Mobile OS |

Credit Submission

At the completion of the program, the instructor is to complete a Credit Submission sheet and turn it into the Curriculum & Instructor Director. Curriculum & Instructor Director will arrange a meeting with necessary Teacher of Record(s) to review course work and sign off on the credit. Once all parties agree and sign Credit Submission Form,



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Curriculum and Instruction Director will turn it into Academic Affairs.

The grade(s) will be awarded within 48hrs of completion.

Students who successfully complete the course will be awarded the following credit:

Course	EMIS Code	Credit Amount	HQT (Y/N)	Teacher of Record	Fulfill Graduation Requirement
Algebra II	110302	1	Y	Math Teacher	Yes
Modeling & Quantitative Reasoning	111350	1	Y	Math Teacher	Yes
Other Advanced Science	139998	1	Y	Science Teacher	Yes
Computer Programming and Software Development	031700	1	N	Instructor- with a valid substitute, or other Ohio teaching license	Yes

House Bill 170 supports Computer Science. For the 2018-2019 SY, it is up to districts on how they award credit. Algebra II has already been voted in. 2019-2020 computer science standards will be in effect

Incentive

Students who complete successfully in the training will have opportunities to attend field trips that pertain to IT.