

Green Country Technology Center



***WEB DEVELOPMENT &
ADMINISTRATION
PROGRAM***

***Instructor:
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STUDENT HANDBOOK

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INTRODUCTION

Welcome to Green Country Technology Center, Web Development & Administration Program! We are pleased to have you join our program. You will encompass training in your chosen career area along with the opportunity to develop the skills and attitudes relevant to any information technology related profession. ***YOUR SUCCESS IS ENTIRELY IN YOUR HANDS.***

Our main focus is to teach you how to LEARN by incorporating responsibility, accountability, time management, and problem-solving skills into your learning experience. Current research has confirmed that these attributes are in high demand in today's business world and in collegiate environments.

The following pages give you detailed information about how it works. We are excited about the prospects for the coming year and look forward to a satisfying and rewarding experience.

IT PHILOSOPHY, GOALS, AND OBJECTIVES

PHILOSOPHY

The philosophy of the Web Development & Administration Program is to provide training experience and opportunities that will foster the development of each student according to his/her own potential and abilities so that each student is equipped with a usable skill to become a proud and productive person.

GOALS

The Web Development & Administration Program is designed to meet two major goals. First, to prepare students for the world of work with skills, knowledge, and attitudes necessary for web related positions. Second, to equip those students seeking post-secondary training or degree with skills, knowledge, and attitudes associated with information related positions which will benefit them regardless of the occupation they may choose and will assist those students seeking employment during and after pursuing further education/training.

OBJECTIVES

The two major goals can be further characterized by the following objectives:

1. Assist students in developing skills needed for understanding and solving problems in the ever-changing world of work.
2. Provide students with a learning environment, which will lead to skill acquisition.
3. Assist students in developing personal qualities and work habits important for successful employment.
4. Develop competencies for deductive and inductive reasoning.
5. Assist students in developing communication skills including the ability to interpret, analyze, and transmit facts and ideas orally as well as in writing.
6. Instill within each individual a concern for career planning and a desire for a meaningful role in society.
7. Promote a partnership agreement between school and business.
8. Provide students with opportunity for on-the-job training when available to acquire work experience.
9. Assist in the placement of students when jobs are available.
10. Complete follow-up program for students placed in jobs.

METHODOLOGY

The main method of training used in the Web Development & Administration Program is self-paced and individualized. You are treated individually, with general and specialized areas designed for your needs, interests, and abilities.

Your progress is monitored through online grade sheets and crosswalk sheets. These sheets provide information about the competencies you have completed and identify the competencies you need to complete.

Industry certifications have been incorporated into the Web Development & Administration Program to insure alignment between school and business and industry. Every student will be given the opportunity to work toward at least one industry certification.

Many of the information and exercises presented to you will be in the form of Projects. Each project will help to give you the skills necessary to successfully compete in the employment market. The projects are monitored and self-paced. Each project has a deadline and the deadline may be extended according to the individual student's situation. The extension is at the instructor's discretion.

EXPECTATIONS

You are given many more privileges in this classroom than in most classrooms. With more privileges comes more responsibility for the student. We expect each student to act in a professional manner, just as if you were on the job. Remember, you are forming habits now for employment in the future. If the privileges become too much for the student to handle, the instructor will help by providing a more restrictive environment. Expectations include but are not limited to the following:

- ☞ In class everyday
- ☞ On time and stay until the end of class
- ☞ On task at all times
- ☞ Respect yourself and others in the classroom, no vulgar language or actions
- ☞ Do not abuse privileges
- ☞ Actions should reflect those of the business world
- ☞ Follow all guidelines in the GCTC and IT handbooks
- ☞ Refrain from behavior which will result in a referral to the principal's office
- ☞ Possess the following traits: Honesty, Responsible, Punctual, Dependable, Willing to work, Enthusiastic, Efficient, Willing to update skills, Pleasant Personality, Cooperative, Respects others, Leadership, Personal Cleanliness, Good grooming, and Overall Professionalism.

GRADING POLICY

DAILY GRADE AND PROJECTS

Being present everyday is one of the most important qualities in the world of work. Therefore, a daily grade is given (everyday). To earn points for your daily grade, You must Blog every day in which school is in session. In your blog you will list your goals and objectives for the day (to-do-list). Blogging will be checked daily. If you must be absent, please have your parent or guardian call the front office or your instructor. **APPROVED** academic home school activities are also eligible for daily grade points. Your daily grade is earned, not given. The daily grade is worth 40% of your total grade. Each day the student is not in class (unless for a school activity) results in a zero (0) for that day.

Devote the first five minutes of class time to blog goals for the day. At the end of each day, you should review your goals. If goals were not reached, you should revisit the reasons why and work on ways to improve time management. Blogs will be randomly checked throughout the day.

Your instructor will also note your employability skills during your time in class. Deductions from your daily grade can occur for the following:

1. Tardy to class or tardy from returning from break
2. Eating or drinking in class
3. Abusive with work area/equipment
4. Use of improper language and/or disruptive behavior
5. Messy work area
6. Failure to blog
7. Late papers/missing a deadline
8. Not working effectively and efficiently
9. Playing games or surfing the internet
10. Failure to dress professional on Wednesdays
11. Failing to follow rules listed by the school.
12. Unauthorized used of the Internet
13. Poor attitude
14. Loud Music
15. Visible or ringing cell phone

Projects, exams, and class assignments are the final part of your grade. Projects are worth 60% of your total grade. It is the student's responsibility to request make-up work.

| Example of a nine weeks grade | |
|-------------------------------|-----|
| | |
| Daily Grade 40% | 80% |
| Projects 60% | 90% |
| | |
| Nine Weeks Grade | 86% |

STUDENT EXPENSES

You must provide the following for daily classroom work:

| | |
|---|----------------|
| Headphones (Wal-Mart, Dollar Store, Radio Shack) | \$1.00-10.00 |
| Flash Drive (at least 1 GB) (Wal-Mart or Radio Shack) | \$14.00 and up |
| Certification Testing | |
| IC3* (3 different test) | \$35.00 each |
| Microsoft Office User Specialist* (MOUS) | \$55.00 each |

*First Test will be free

Other Certification Tests are available

TESTING

All classroom tests are distributed by the Instructor or administered online. No books or notes are permitted while taking a test, unless otherwise instructed. If additional information is needed, check with the Instructor. Do not talk to anyone, except the Instructor or her designated assistant, when taking tests. The only exception to this rule is the Brainbench test which allow you to use reference materials.

All assessment tests will be given during the first week of class. Competency Tests will be given after you have completed the specified curriculum. If you fail the Competency Test, a plan of improvement will be assigned. After you have completed the plan of improvement, you will receive a second Competency Test.

ATTENDANCE PROCEDURES

Attendance requirements for the IT Program will follow the Green Country Technology Center policy. (The following is from GCTC school policy.)

Make-Up Work

- ☞ It is the student's responsibility to request make-up work. This request must be made upon return to class. Students will have the same number of days to make up the work as days absent. Missed tests/quizzes will be taken upon return to class if student was aware of test date prior to absence.
- ☞

Students are to be at their desk working, on time--both at the beginning of the day and after break.

At beginning of the day:

1. Students are to blog in each day. For AM students, arrival time will be between 7:55 and 8:00 a.m. PM students, arrival time will be between 12:25 and 12:30 p.m. You must be in the classroom at exactly the starting time or you will be counted tardy.
2. Students participating in authorized school-sponsored activities will **NOT** be counted absent.
 1. A student suspended from school for a disciplinary issue will have this charged as absences.
 2. The terms "excused" and "unexcused" are not used.
 3. Tardies and checkouts are calculated as follows:
 - a. Missing less than 60 minutes (one hour) of one day
= one tardy or checkout.

- b. Missing 61 minutes to 120 minutes (two hours) of one day
= two tardies or checkouts.
 - c. Missing over 120 minutes (two hours) of one day
= one absence
 - d. Three tardies or checkouts = one absence
- 4. Each student must go to the front office and get an admit to reenter class after a tardy or an absence.
 - 5. Excessive absences resulting in a failing grade shall be determined by the student's sending school's attendance policy.











B R E A K T I M E

Fifteen minutes will be allowed for break.


9:30 - 9:45 a.m.


2:00 - 2:15 p.m.

P R O G R A M P R O C E D U R E S

-  If you are absent from school, make sure you get an admit from the front office before returning to class.
-  If you must leave the room while class is in session, you must notify the instructor.
-  For security reasons you should not leave the room during class unless it is absolutely necessary. If you must leave, you must first notify the instructor. A Sign-Out Sheet is located by the door, which you must fill in before leaving the classroom. Please note the time and reason for leaving.
-  Green Country is a no-smoking facility. Smoking will not be allowed.
-  There will be **NO** food, or drinks allowed in the classroom area. Food or drinks are only allowed in the break area. High school students must remain in the building at all times.
-  You must have the necessary supplies in class each day including: writing utensils, disks, paper, jump drive, and books. Please do not take books from the classroom.
-  Classroom doors are to remain locked at all times. The instructor is the only person authorized to answer a knock at the door.
-  Each student will be responsible for maintaining a clean, neat, and organized work area. You must keep all trash picked up around your area. The instructor will check your desk and work area periodically.
-  Proper conduct in the classroom is of utmost importance. You must be cooperative, courteous, and considerate of all people you come in contact with. Improper behavior will not be tolerated.
-  All papers turned in should contain specific information about the project. The student's name, the date, the project's name, which part of the project you are

turning in, and any other information that will help the instructor grade the project. All paper's received without this information will be returned to the student for no grade, or thrown in the trash.

 If you need help with a task, you must follow these steps: (1) Try to find the answer yourself by utilizing related resources. (2) Ask another student who has been through the same material. (3) See instructor for assistance.

 During the last five minutes of class: clear off all desks, turn in all materials due for the day, leave the area neat and clean, **STAY IN YOUR SEATS UNTIL YOU ARE DISMISSED BY THE INSTRUCTOR!!!**

A T T I R E

Professional attire is a requirement to be successful in today's workforce. Therefore, one day out of the week (Wednesday) will be devoted to wearing professional attire or business casual. **THIS IS A REQUIREMENT, NOT AN OPTION.** For improper dress on Wednesday your daily grade will suffer. Remember that it is almost impossible to receive an "A" in this course if you never dress professionally.

Professional/business attire for female students consists of:

- 1) Suits or pants suits, either matching or coordinated.
- 2) Dresses, skirts, and blouses
- 3) Appropriate footwear for business. (No sneakers, flip-flops, or tennis shoes)
- 4) Dress slacks and blouse.

Professional attire for male students consists of:

- 1) Suits, either matching or coordinated.
- 2) Button-down shirt, tie, and dress slacks. Sweaters optional.
- 3) Appropriate footwear for business. (No flip-flops, sandals or tennis shoes.)
- 4) Appropriate socks are required.
- 5) Nice slacks (not jeans) and pullover shirt or Henley

The following is **NOT acceptable** dress on any day:

- house shoes
- pajamas
- ripped jeans
- t-shirts with inappropriate gestures, logos, or slogans
- crop tops showing the midriff (no skin may show when you sit or reach)
- tank tops or spaghetti straps
- spandex
- short shorts
- low cut blouses or shirts

STUDENT AWARDS

GCTC instructors believe recognizing students who exhibit excellent work habits and positive attitudes is very important. The following awards will be presented throughout the year:

1. **Student of the Month**
This award will be presented monthly to the student who maintains above average attendance, exhibits a positive, dependable, responsible, cooperative attitude. This person will be chosen by the Instructors.
2. **Special Recognition** will be given during the awards assemblies for those students excelling in the various specialty areas.

Food and Drink

Students will comply with GCTC policy.

- ☞ No eating, drinking, or use of tobacco products in the classroom.
- ☞ No food or drinks will be allowed past the doors of the classroom unless concealed in a purse or backpack.
- ☞ Students are not allowed to retrieve any food or drink items from their purse or backpack.
- ☞ No food or drink items are to be placed near, under or around the computer equipment. This includes hard candy, suckers, gum, and any other food, drink or tobacco substance.

OTHER PRIVILEGES AND RESPONSIBILITIES

Computer & Internet Privileges

Internet usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Web Development & Administration students are required to read and sign the GCTC Internet & Computer Usage Guideline form and should always abide by its contents. In addition to those rules, please ensure the guidelines are followed:

1. All students must login under their own personal logon id. Do not logon under another student's id for any reason. Do not give your password to anyone else.
2. Do not change the background or wallpaper of your computer to anything except for the default backgrounds that come with the computers, unless approved by the instructor

3. Do not install or run screen savers that are not default screensavers. DO NOT use the Windows Marquee screensaver.
4. You are allowed 5 minutes at the beginning of class time to check your email and to go to the Web Development & Administration Blog site to read the Classroom announcements and fill out your goals for the day. You should not be in your email at any other time, unless your instructor has asked you to check your email.
5. Students must provide their own set of headphones. Students may store them in their mailbox, but GCTC and the Web Development & Administration Program is not responsible for lost or stolen headphones.
6. Only view Internet sites authorized by the Web Development & Administration class instructor. If you need into a site for a project you are working on, please contact the instructor with the url and a good reason for the necessity of the site. If a student is caught in a questionable site, the student will receive a "Due Process" report and all Internet privileges will be suspended. REMEMBER - the Internet is to be used as a tool for the classroom. All sites you visit, should have a reference to the class project you are working on.
7. NEVER download ANYTHING from the Internet. This includes programs, games, MUSIC, or other downloads. Only the instructor will make exceptions to this rule for certain needed software or plugins. You may "copy" digital images from certain "free sites" where the images are royalty-free. These images should be used for your web sites or Photoshop projects. Always ask for permission from your instructor if there is something you need downloaded.
8. Music may be listened to in class ONLY with the use of headphones. DO NOT listen to online radio station or watch online videos as this STREAMING reduces the bandwidth of our lab and slows all of the computers down. CD's and MP3 players may be brought from home but the instructor must approve any music downloaded to the school's computers first. CD's with vulgar, explicit, or obscene lyrics will not be tolerated and the cd and/or MP3 player will be confiscated.
9. Absolutely NO instant messaging or chatting will be allowed in class. Instant messaging software is not allowed on classroom machines. If a student is caught IM'ing, or downloading IM software, internet privileges will be removed and the student will receive a "Due Process" report.
10. Absolutely no computer GAMES are to be played in class.
11. Illegally copying CD or classroom software is forbidden.

Any deviation from the rules will result in Internet privileges being taken away permanently.

IT MEETINGS

Meetings are scheduled to keep students aware of deadlines, changes, and items of immediate concern. It is extremely important that students attend these meetings regularly and take DETAILED notes to stay abreast of up and coming activities. The meetings are held in the Conference Room unless otherwise indicated.

If students are absent from a meeting, it is their responsibility to obtain information about that meeting. Instructors are available for specific questions concerning the meeting, but general information should be obtained from other students attending the meeting.

JOB SHADOWING

Job Shadowing is a student privilege that allows the student to job shadow with a local business outside the classroom for one day.

WHO IS ELIGIBLE?

Attendance record of no more than 8 absences per semester **must** be maintained to be considered for shadowing. In addition, the following guidelines must be met.

80% Academic Grade
First year student

PROCEDURES TO FOLLOW:

1. Ensure that the student has no more than 8 absences a semester.
2. Ensure that the 80% academic requirement is met.
3. Complete forms and get parental signature where required.
4. Get Instructor approval.
5. Get Shadowing location approval.
6. Other procedures as instructed.

ON - THE - JOB TRAINING

On-The-Job Training (OJT) is a student privilege that allows the student to work outside the classroom.

WHO IS ELIGIBLE?

Attendance record of no more than 6 absences per semester **must** be maintained to be considered for On the Job Training as well as the following guidelines must be met.

Full-time Adult students - after completion of 788 hours or equivalent
Part-time students: Juniors - No OJT Available
Seniors (2nd year)- Beginning 2nd Semester (7th Quarter)

PROCEDURES TO FOLLOW:

1. Ensure that the student has no more than 6 absences a semester.
2. Must have competency and pre/post testing completed.
3. See the Instructor(s) for appropriate forms.
4. Complete forms and get parental signature where required.
5. Get Instructor approval.
6. Get OJT location approval.
7. Other procedures as instructed.

STUDENT ORGANIZATIONS

Business Professionals of America (BPA)

MISSION

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

THE ASSOCIATION

Business Professionals of America has a history as a student organization that contributes to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills for students at the Secondary and the Post-Secondary level. Through co-curricular programs and services, members of Business Professionals of America compete in demonstrations of their business technology skills, develop their professional and leadership skills, network with one another and professionals across the nation, and get involved in the betterment of their community through good works projects. This service allows members to review and receive current information from their organization. In addition, other services are provided allowing you to: maintain contact with other chapters through our mailing list; review a list of available publications that can be

ordered from Business Professionals of America; and, receive information about upcoming conferences.

CONFERENCES/SEMINARS

- STATE FALL LEADERSHIP CONFERENCE: Held annually in the fall in Oklahoma City or Tulsa. This is a training session for BPA officers.
- STATE SPRING LEADERSHIP CONFERENCE: Held annually in the spring in Tulsa. Members engage in competitive events. Participate in leadership workshops, meet corporate executives, and elect state student officers.
- NATIONAL LEADERSHIP CONFERENCE: Held annually in a major American City at the conclusion of the year's activities. Members who win in competitive events at the State Leadership Conference may be eligible to compete at this conference, participate in leadership workshops, meet corporate executives and elect national student officers.

**Dues for BPA are \$4.00 State Dues and
\$10.00 for National Dues**

N T H S NATIONAL TECHNICAL HONOR SOCIETY GREEN COUNTRY TECHNOLOGY CENTER REQUIREMENTS FOR MEMBERSHIP

Enrollment: A NTHS member must be enrolled in an occupational career and technology education class at Green Country Technology Center.

Qualifications: A NTHS member shall:

- a) have a desire to pursue a career in the field of his/her career and technical study
- b) exhibit dependability
- c) be of worthy character
- d) have good mentality
- e) exhibit credible achievement
- f) have commendable attitude
- g) have 3 letters of recommendation
 - home school teacher
 - career and technology instructor
 - community/professional person (Not a relative)

Academic: A NTHS member shall:

- a) maintain an overall grade average of 85% or better in GCTC class during the application semester, 1st and 2nd nine weeks. The probation period will begin the 3rd nine weeks. If the member has maintained the above requirements, he/she will be inducted the 4th nine weeks.

Attendance: A NTHS member shall have 95% attendance and punctuality. This means no more than 4 absences and 3 tardies for the application semester.

Behavior: A NTHS member shall have five (5) working days from any disciplinary action to submit a letter of explanation to the NVTHS Advisory Committee to remain a member.

Activities: A NTHS member shall:

- a) be a member of a local, state and national vocational student organization (VICA, DECA, HOSA, BPA).
- b) contribute 10 hours of non-paid community service.

Benefits: A NTHS member shall receive:

- a) Official NTHS membership certificate, pin, card, window decal, and newsletter.
- b) Official seal to be attached to competency certificate.
- c) up to three letters of recommendation, in the member's behalf, for a job application or college admission (Letters upon request to the NTHS national office).

STUDENTS MUST BE NOMINATED BY THEIR INSTRUCTOR

T E L E P H O N E

Students are **NOT** allowed to use telephones in the Instructors' offices or the main office area. Only emergency calls will be permitted during working hours.

V I S I T O R S

Visitors are **NOT** allowed while you are in class at GCTC. Exceptions should have prior approval from the Principal and from the Instructor before visiting with any of the students.

SMOKING / TOBACCO POLICY

Green Country Technology Center has a school wide policy banning smoking and tobacco use in ALL areas in and around the building. Smoking or tobacco use in the **restroom, vending area, classroom, or hallway** is prohibited and will result in a severe penalty if violated. This policy is **STRICTLY** enforced.

INCLEMENT WEATHER

Official announcements of school closings will be made on Channel 8 TV, Channel 6 TV, and Channel 2 in Tulsa and on radio station KOKL (AM 1040) in Okmulgee.

Non-Discrimination Policy Statement

It is the policy of Green Country Technology Center to provide equal opportunities for Title VI, Title IX, and Section 504 ADA, without regard to race color national origin, gender, age, disability, or status as a veteran in its educational programs and activities. This includes, but is not limited to; admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Mike Carman, Compliance Coordinator, Green Country Technology Center, P.O. Box 1217, 1100 North Loop 56, Okmulgee, OK 74447. (918) 758-0840 or mcarman@gctcok.com

I HAVE READ THE WEB DEVELOPMENT & ADMINISTRATION HANDBOOK AND AGREE TO ABIDE BY THE RULES, GUIDELINES, AND POLICIES CONTAINED THEREIN.

Student Name

Date