EMPLOYABILITY PROFILE 2018-19
Computer Technology and Repair

Name _______ Teacher _______
District _______ High School _______
Status: □ Enrollee □ Concentrator □ Completer  Session □ AM □ PM

General Workplace Readiness Skills

<table>
<thead>
<tr>
<th>Evaluation Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Needs Improvement</td>
</tr>
<tr>
<td>Meets Expectations</td>
</tr>
<tr>
<td>Exceeds Expectations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE SKILLS</th>
<th>PERFORMANCE EXPECTATIONS</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTENDANCE</td>
<td>Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>PUNCTUALITY</td>
<td>Understands work expectations for punctuality. Arrives on time for work, takes and returns from breaks on time and calls supervisor prior to being late.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>WORKPLACE APPEARANCE</td>
<td>Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>TAKES INITIATIVE</td>
<td>Participates fully in task or project from initiation to completion. Initiates interactions with supervisor for the next task upon completion of previous one.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>QUALITY OF WORK</td>
<td>Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>KNOWLEDGE OF WORKPLACE</td>
<td>Demonstrates understanding of workplace policy and ethics.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>RESPONSE TO SUPERVISION</td>
<td>Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance. Demonstrates flexibility when nature of work changes.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>COMMUNICATION SKILLS</td>
<td>Gives full attention to what other people are saying, asks questions as appropriate and understands what was heard. Communicates concerns clearly and asks for assistance when needed.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>SOLVES PROBLEMS AND MAKES DECISIONS</td>
<td>Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative.</td>
<td>□ Unsatisfactory □ Meets Expectations □ Needs Improvement □ Exceeds Expectations</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>-----------------------------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>Cooperates with Others</td>
<td>Interacts and communicates with others in a friendly and courteous way. Shows respect for others' ideas, opinions and racial and cultural diversity. Effectively works as a member of a team.</td>
<td></td>
</tr>
<tr>
<td>Resolves Conflict</td>
<td>Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.</td>
<td></td>
</tr>
<tr>
<td>Observes Critically</td>
<td>Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information.</td>
<td></td>
</tr>
<tr>
<td>Takes Responsibility for Learning</td>
<td>Identifies one's strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one's progress toward achieving these goals.</td>
<td></td>
</tr>
<tr>
<td>Reads with Understanding</td>
<td>Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, apply and manage information they contain.</td>
<td></td>
</tr>
<tr>
<td>Solves Problems Using Math</td>
<td>Works with mathematical information (numbers, symbols, etc.), procedures, and tools and applies skills to answer a question, solve a problem, verify the reasonableness of results, make a prediction or carry out a task that has mathematical dimensions.</td>
<td></td>
</tr>
<tr>
<td>Health and Safety</td>
<td>Complies with health and safety rules for specific workplace.</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>Uses job-related tools, technologies and materials appropriately.</td>
<td></td>
</tr>
</tbody>
</table>
# Trade Specific Workplace Readiness Skills

The skills listed below reflect the student's abilities in the areas indicated. A rating of satisfactory indicates that the student has demonstrated job entry readiness in that particular skill area. A rating of excellent indicates that the student has demonstrated considerable ability in that area.

<table>
<thead>
<tr>
<th>(E) Excellent</th>
<th>(S) Satisfactory</th>
<th>(NI) Needs Improvement</th>
</tr>
</thead>
</table>

## ELECTRONICS

Use proper letter metric notation

- □ □ □

Identify relationship between voltage, current, and resistance

- □ □ □

Use multi-meter to measure voltage, current, and resistance

- □ □ □

Splice, solder and insulate wire connections

- □ □ □

## CompTIA A+ EXAM OBJECTIVES (220-801)

### PC Hardware

- **1.1** Configure and apply BIOS settings
  - □ □ □

- **1.2** Differentiate between motherboard components, their purposes and properties
  - □ □ □

- **1.3** Compare and contrast RAM types and features
  - □ □ □

- **1.4** Install and configure expansion cards
  - □ □ □

- **1.5** Install and configure storage devices and use appropriate media
  - □ □ □

- **1.6** Differentiate among various CPU types and features and select the appropriate cooling method
  - □ □ □

- **1.7** Compare and contrast various connection interfaces and explain their purpose
  - □ □ □

- **1.8** Install an appropriate power supply based on a given scenario
  - □ □ □

- **1.9** Evaluate and select appropriate components for a custom configuration to meet customer specifications or needs
  - □ □ □

- **1.10** Given a scenario, evaluate types and features of display devices
  - □ □ □

- **1.11** Identify connector types and associated cables
  - □ □ □

- **1.12** Install and configure various peripheral devices
  - □ □ □

### Networking

- **2.1** Identify types of network cables and connectors
  - □ □ □

- **2.2** Categorize characteristics of connectors and cabling
  - □ □ □

- **2.3** Explain properties and characteristics of TCP/IP
  - □ □ □

- **2.4** Explain common TCP and UDP ports, protocols and their purpose
  - □ □ □

- **2.5** Compare and contrast wireless networking standards and encryption types
  - □ □ □

- **2.6** Install, configure and deploy a SOHO wireless/wired router using appropriate settings
  - □ □ □

- **2.7** Compare and contrast Internet connection types and features
  - □ □ □

- **2.8** Identify various types of networks
  - □ □ □

- **2.9** Compare and contrast network devices, their functions and features
  - □ □ □

- **2.10** Given a scenario, use appropriate networking tools
  - □ □ □

### Laptops

- **3.1** Install and configure laptop hardware and components
  - □ □ □

- **3.2** Compare and contrast the components within the display of a laptop
  - □ □ □

- **3.3** Compare and contrast laptop features
  - □ □ □

### Printers

- **4.1** Explain the differences between various printer types and summarize the associated imaging process
  - □ □ □

- **4.2** Given a scenario, install and configure printers
  - □ □ □

- **4.3** Given a scenario, perform printer maintenance
  - □ □ □
### CompTIA A+ EXAM OBJECTIVES (220-801) (Con’t)

#### Operational Procedures

1. **Given a scenario, use appropriate safety procedures**
2. **Explain environmental impacts and the purpose of environmental controls**
3. **Given a scenario, demonstrate proper communication and professionalism**
4. **Explain the fundamentals of dealing with prohibited content/activity.**

### CompTIA A+ EXAM OBJECTIVES (220-802)

#### Operating Systems

1. **Compare and contrast the features and requirements of various Microsoft Operating Systems.**
2. **Given a scenario, install and configure the operating system using the most appropriate Method.**
3. **Given a scenario, use appropriate command line tools.**
4. **Given a scenario, use appropriate operating system features and tools.**
5. **Given a scenario, use Control Panel utilities.**
6. **Setup and configure Windows networking on a client/desktop.**
7. **Perform preventive maintenance procedures using appropriate tools.**
8. **Explain the differences among basic OS security settings.**
9. **Explain the basics of client-side virtualization.**

#### Security

1. **Apply and use common prevention methods.**
2. **Compare and contrast common security threats.**
3. **Implement security best practices to secure a workstation.**
4. **Given a scenario, use the appropriate data destruction/disposal method.**
5. **Given a scenario, secure a SOHO wireless network.**
6. **Given a scenario, secure a SOHO wired network.**

#### Mobile Devices

1. **Explain the basic features of mobile operating systems.**
2. **Establish basic network connectivity and configure email.**
3. **Compare and contrast methods for securing mobile devices.**
4. **Compare and contrast hardware differences in regards to tablets and laptops.**
5. **Execute and configure mobile device synchronization.**

#### Troubleshooting

1. **Given a scenario, explain the troubleshooting theory.**
2. **Given a scenario, troubleshoot common problems related to motherboards, RAM, CPU and power with appropriate tools.**
3. **Given a scenario, troubleshoot hard drives and RAID arrays with appropriate tools.**
4. **Given a scenario, troubleshoot common video and display issues.**
5. **Given a scenario, troubleshoot wired and wireless networks with appropriate tools.**
6. **Given a scenario, troubleshoot operating system problems with appropriate tools.**
7. **Given a scenario, troubleshoot common security issues with appropriate tools and best Practices.**
8. **Given a scenario, troubleshoot and repair common laptop issues while adhering to the appropriate procedures.**
9. **Given a scenario, troubleshoot printers with appropriate tools.**

Certifications Earned: _____