

EMPLOYABILITY PROFILE 2018-19

Computer Technology and Repair

Name _____

Teacher _____

District _____

High School _____

Status: ☐ Enrollee ☐ Concentrator ☐ Completer

Session ☐ AM ☐ PM

General Workplace Readiness Skills

Evaluation Grading Scale

Unsatisfactory	Not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. Needs additional training.
Needs Improvement	Inconsistently demonstrates the skills needed for the position. Further development is needed.
Meets Expectations	Demonstrates the skills required for the position with rare exceptions, and shows initiative in improving skills.
Exceeds Expectations	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as a leader that improves overall team.

PERFORMANCE SKILLS	PERFORMANCE EXPECTATIONS	Rating	
ATTENDANCE	Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
PUNCTUALITY	Understands work expectations for punctuality. Arrives on time for work, takes and returns from breaks on time and calls supervisor prior to being late.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
WORKPLACE APPEARANCE	Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
TAKES INITIATIVE	Participates fully in task or project from initiation to completion. Initiates interactions with supervisor for the next task upon completion of previous one.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
QUALITY OF WORK	Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
KNOWLEDGE OF WORKPLACE	Demonstrates understanding of workplace policy and ethics.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
RESPONSE TO SUPERVISION	Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance. Demonstrates flexibility when nature of work changes.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
COMMUNICATION SKILLS	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.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
SOLVES PROBLEMS AND MAKES DECISIONS	Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations

COOPERATES WITH OTHERS	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.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
RESOLVES CONFLICT	Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
OBSERVES CRITICALLY	Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
TAKES RESPONSIBILITY FOR LEARNING	Identifies one's strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one's progress toward achieving these goals.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
READS WITH UNDERSTANDING	Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, apply and manage information they contain.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
SOLVES PROBLEMS USING MATH	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.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
HEALTH AND SAFETY	Complies with health and safety rules for specific workplace.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations
TECHNOLOGY	Uses job-related tools, technologies and materials appropriately.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Exceeds Expectations

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.

(E) Excellent

(S) Satisfactory

(NI) Needs Improvement

ELECTRONICS

	E	S	NI
Use proper letter metric notation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify relationship between voltage, current, and resistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use multi-meter to measure voltage, current, and resistance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Splice, solder and insulate wire connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CompTIA A+ EXAM OBJECTIVES (220-801)

PC Hardware

	E	S	NI
1.1 Configure and apply BIOS settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Differentiate between motherboard components, their purposes and properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Compare and contrast RAM types and features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Install and configure expansion cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Install and configure storage devices and use appropriate media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Differentiate among various CPU types and features and select the appropriate cooling method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Compare and contrast various connection interfaces and explain their purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Install an appropriate power supply based on a given scenario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Evaluate and select appropriate components for a custom configuration to meet customer specifications or needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Given a scenario, evaluate types and features of display devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Identify connector types and associated cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Install and configure various peripheral devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Networking

2.1 Identify types of network cables and connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Categorize characteristics of connectors and cabling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Explain properties and characteristics of TCP/IP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Explain common TCP and UDP ports, protocols and their purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Compare and contrast wireless networking standards and encryption types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Install, configure and deploy a SOHO wireless/wired router using appropriate settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Compare and contrast Internet connection types and features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Identify various types of networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Compare and contrast network devices, their functions and features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Given a scenario, use appropriate networking tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Laptops

3.1 Install and configure laptop hardware and components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Compare and contrast the components within the display of a laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Compare and contrast laptop features.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Printers

4.1 Explain the differences between various printer types and summarize the associated imaging process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Given a scenario, install and configure printers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Given a scenario, perform printer maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CompTIA A+ EXAM OBJECTIVES (220-801) (Con't)

Operational Procedures

E S NI

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 5.1 Given a scenario, use appropriate safety procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 Explain environmental impacts and the purpose of environmental controls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.3 Given a scenario, demonstrate proper communication and professionalism | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.4 Explain the fundamentals of dealing with prohibited content/activity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CompTIA A+ EXAM OBJECTIVES (220-802)

Operating Systems

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|--|--------------------------|--------------------------|--------------------------|
| 1.1 Compare and contrast the features and requirements of various Microsoft Operating Systems..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 Given a scenario, install and configure the operating system using the most appropriate Method | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 Given a scenario, use appropriate command line tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Given a scenario, use appropriate operating system features and tools..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Given a scenario, use Control Panel utilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 Setup and configure Windows networking on a client/desktop..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.7 Perform preventive maintenance procedures using appropriate tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.8 Explain the differences among basic OS security settings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.9 Explain the basics of client-side virtualization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Security

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 2.1 Apply and use common prevention methods | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Compare and contrast common security threats | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 Implement security best practices to secure a workstation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 Given a scenario, use the appropriate data destruction/disposal method..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 Given a scenario, secure a SOHO wireless network | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.6 Given a scenario, secure a SOHO wired network | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Mobile Devices

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3.1 Explain the basic features of mobile operating systems..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 Establish basic network connectivity and configure email..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 Compare and contrast methods for securing mobile devices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4 Compare and contrast hardware differences in regards to tablets and laptops | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.5 Execute and configure mobile device synchronization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Troubleshooting

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 4.1 Given a scenario, explain the troubleshooting theory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Given a scenario, troubleshoot common problems related to motherboards, RAM, CPU and power with appropriate tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 Given a scenario, troubleshoot hard drives and RAID arrays with appropriate tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 Given a scenario, troubleshoot common video and display issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 Given a scenario, troubleshoot wired and wireless networks with appropriate tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.6 Given a scenario, troubleshoot operating system problems with appropriate tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.7 Given a scenario, troubleshoot common security issues with appropriate tools and best Practices..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.8 Given a scenario, troubleshoot and repair common laptop issues while adhering to the appropriate procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.9 Given a scenario, troubleshoot printers with appropriate tools..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Certifications Earned: _____