



CTE LAB in Information Technology

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Course Description

CTE Lab in Information Technology is a project-based learning laboratory designed to enhance students' mastery of IT concepts and occupational skills. Students work individually and collaboratively to explore IT careers, develop technical competencies, and complete industry aligned projects. Learning may occur in the classroom, in virtual environments, or in industry settings. ("CTE Lab... is designed as a learning laboratory to support students' individual interests and goals.")

Students participate in SkillsUSA as cocurricular components of the course, building leadership, teamwork, and workplace-readiness skills. ("Career and Technical Student Organizations are integral... helping students develop leadership abilities...")

Course Objectives

Students will:

- Incorporate safety procedures when handling tools, equipment, materials, PPE, and hazardous forces. ("Incorporate safety procedures...")
- Demonstrate effective workplace and employability skills including communication, diversity awareness, work ethics, problem-solving, time management, and teamwork. ("Demonstrate effective workplace and employability skills...")
- Explore IT careers, educational requirements, and job seeking skills such as resume writing and interviewing. ("Explore the range of careers... demonstrate job-seeking skills...")
- Practice safe, legal, responsible, and ethical use of technology tools. ("Advocate and practice safe, legal, responsible, and ethical use...")
- Participate in CTSO leadership and teamwork activities. ("Participate in a Career and Technical Student Organization...")
- Use technology to collaborate and create digital artifacts for publication. ("Use technology to collaborate... create digital artifacts...")

- Apply design and engineering processes to develop ideas, prototypes, and solutions. (“Formulate new ideas... utilizing testing, prototypes, and user feedback.”)

Content Standards

Students will:

Occupational Expertise

- Demonstrate expertise in a chosen IT occupation.
- Meet benchmarks selected by the instructor based on individual needs. (“Demonstrate expertise in a specific occupation... meet benchmarks...”)

Research & Presentation

- Conduct investigative research using approved methodology.
- Collect, organize, and analyze data accurately.
- Design procedures to test research.
- Report and defend results to professional audiences. (“Conduct investigative research... report, display, and defend results...”)

Critical Thinking & Data Skills

- Use mathematical or scientific skills to solve occupational problems.
- Locate, evaluate, and interpret information in oral, print, and digital formats.
- Analyze and apply data to solve problems.
- Construct charts, tables, and graphs using functions and data. (“Use mathematical... locate, evaluate... construct charts...”)

Leadership & Professional Skills

- Present professional solutions to current issues.
- Demonstrate leadership through job placement, shadowing, entrepreneurship, internships, or earning an industry credential.
- Participate in CTSO leadership development.
- Demonstrate written and oral communication through presentations, interviews, and portfolios. (“Apply enhanced leadership... demonstrate written and oral communication skills...”)

Course Materials:

- Headphones (school provided)
- Course & SkillsUSA Fee
- Desktop Computer/Chromebook
- PPE as required for lab activities

Course Fee: *\$50 total by the end of the third week of school:*

- *\$25 to cover the consumable supplies needed for each student.
This will also give them printing privileges for other class coursework.*
- *\$25 for SkillsUSA membership.*

SkillsUSA: SkillsUSA has a vision to produce the most highly skilled workforce in the world and to provide a strong foundation for every member's career success. SkillsUSA plans events, conferences, and chapter programming to provide these opportunities for students. The SkillsUSA Framework defines their learning expectations and is based on the specific career readiness skills demanded by business and industry.

SkillsUSA membership is one of the most important things you can do to prepare for a career. By choosing a career objective, you're already experiencing the satisfaction and pleasure of learning to do something well. Now, by becoming a member of a professional organization, you are a champion for your future.

Assessment

- Performance Tasks & Labs
- Research Project & Presentation
- Leadership & Employability Skills
- CTSO Participation
- Professional Portfolio
- Safety Compliance

Rubrics align with Alabama COS expectations and industry standards.

Classroom Expectations

- Maintain a safe and organized workspace.
- Demonstrate professionalism daily.
- Respect peers, equipment, and learning environments.
- Follow digital citizenship and ethical technology guidelines.
- Participate actively in CTSO activities.

Major Projects

- Occupational Expertise Benchmark
- Full Research Investigation
- Professional Presentation
- Digital Artifact or Prototype
- CTSO Leadership Evidence
- Employment Portfolio

Grading:

Major Grades	65%	Tests, projects
Minor Grades	35%	Daily work, and class assignments

Grading Scale:	100-90	A
	89-80	B
	79-70	C
	69-60	D
	59-0	F

Make-up Work Procedure: Attendance is required. You are responsible for acquiring and completing your make-up work within three days of absence. Schoology/Google Classroom has all assigned work. However, you are welcome to ask questions about and get help with any work that you don't understand.

Tardiness and Transitioning out of the Room: You are expected to be in the classroom **BEFORE** the bell rings. If you need to use the restroom at the start of class, bring your bookbag into the room and place it on your desk **BEFORE** going to the bathroom. This helps me take attendance. Tardiness is not tolerated, and you must bring a written excuse from another teacher or administrator if you are late. Please ensure the area around your desk is clean and neat before leaving each day. We will regularly wipe down surfaces.

Personal Devices Policy (Aligned with Alabama State Law) In accordance with Alabama state law, the use of personal electronic devices—including cell phones, headphones, earbuds, and cameras—is **strictly prohibited during instructional time**. These items must remain out of sight and powered off while in the classroom. The computer lab is fully equipped to support all classwork and research needs; personal devices are not necessary for academic purposes. If a device is visible or used during class, I am required to enforce the law by instructing you to store it in your book bag immediately. Continued violations will result in further disciplinary action as outlined by school policy.

Academic Dishonesty: Cheating is unacceptable, and any student caught cheating will receive a grade of zero. Cheating includes exchanging papers/files with another

student, the use of unauthorized notes, books, or cell phones, copying work from another student, or communicating during times when graded work is given.

Email: We will use our school-provided email accounts as well as personal email accounts as needed. This will be used to sign up for many accounts in our classroom. If you need help doing this, ask!

Students, stop right now and join the IT Fundamentals Parent Square. Log into your ParentSquare app and add your period.

Awesome! Now get your parents to sign this paper, give you the class and club fees, and bring it all back to class.

\$50 total by the end of the third week of school:

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- \$25 for SkillsUSA membership.

Student Name: _____

Parent/Guardian Signature

Date

Parent/Guardian preferred phone number _____