

PROFESSIONAL I.T.

DEVELOPMENT

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2. OVERVIEW

Presenting the “Professional IT Development” course can be delivered in different ways. The best method of delivery in my opinion has all employees take all three classes. The participants must satisfactorily pass all the courses to earn a certificate of completion. The classes are approximately four hours intended to be completed in (2) two-hour sessions. The classes can be virtual or in-person in a live-synchronous format where participants can interact with the instructor during the lesson. Each session will cover one topic, which participants will need to participate by submitting open-ended and/or multiple-choice responses about the covered material. Participants who accurately complete the required assessments receives a satisfactory certificate of completion signifying competency of covered material.

3. ONLINE SAFETY

Lesson Title	Online Safety
Date	Week 1
Subject/Topic	Privacy and social media
Class Description	The course provides a foundational understanding of the role of an end-user on Internet based platforms.
Duration of lesson	4 hours divided into two sessions.
Lesson Rationale	The goal is to improve networking ability. Increase leadership ability. Promote civil social interactions online.
Materials	PowerPoint, YouTube, Notebook.
Objective	SWBAT differentiate online social media platforms and discern what information is safe to share online. Identify tools to protect ourselves online and defend against threats.
New Jersey Student Learning Standards	
Procedures/Methods	Students will be introduced to the principals of cybersecurity and digital citizenship. We will discuss norms, socially acceptable behavior, and ways to be safe online.
Prior Knowledge	Assumes participants have no prior knowledge.
Anticipatory Set	Students will be presented with common security threats they may face online.

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Closure	Students will write their solution to various situations and devise best course of action to take to resolve the issue.
Evaluation	
Student Evaluation	Student will need to tell the difference between private and personal information.
Teacher Evaluation	Teacher will have succeeded if participants submit assessment, completed with modicum effort.
Accommodations	Certain students will be given preferential seating.
Modifications	Certain students will be given extra time and personal support to clarify their understanding.
Follow-up activities	Participant will be given handouts to support the lesson to take home.

5. DEVICE MANAGEMENT

Lesson Title	Device Management
Date	Week 2
Subject/Topic	Types of computers
Class Description	Provides an understanding of the similarities and differences of technology devices, such as mobile phone, tablet, laptop, and desktop computer. How to navigate such devices to run the most popular applications used in the workplace.
Duration of lesson	4 hours total / (2) Hour sessions
Lesson Rationale	This lesson is intended to give participants a functional understanding of mobile phones, tablets, laptops, desktops, servers, and the cloud so that employees armed with know-how can conduct business processes efficiently.
Materials	PowerPoint, YouTube, Notebook, Privately Owned Devices (Cell phone, tablet, laptop)
Objective	SWBAT navigate mobile devices and laptops to aid in business processes. Increasing collaboration and communication amongst fellow employees.
New Jersey Student Learning Standards	N/A
Procedures/Methods	Students will be introduced to Apple Apps to Android Apps. Apps included in one the mobile phone such as Adding a contact, Adding events to a calendar, GPS, and secure PIN. Answering any questions about the topic. Using participants personal devices to practice

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	the methods. Also, students will see laptop programs such as Word, Excel, PowerPoint, and Outlook.
Prior Knowledge	Participants will bring current knowledge of technology and newly obtained knowledge of online safety from previous lesson.
Anticipatory Set	Students will have hands-on demonstration of how to use basic apps and programs found on computing devices.
Closure	Students will answer questions about the content of the lesson to demonstrate understanding.
Evaluation	
Student Evaluation	To the extent that a student can accurately describe the purpose and intent of common apps and programs.
Teacher Evaluation	Teacher will have succeeded if the participants are able to complete the tasks independently and/or able to ask the appropriate questions for someone to help setup.
Accommodations	Certain students will be given preferential seating.
Modifications	Certain students will be given extra time and personal support to clarify their understandings of the of the basic apps.
Follow-up activities	None

5. CONTEMPORARY TOPICS IN IT

Lesson Title	Contemporary Topics in IT
Date	Week 3
Subject/Topic	Ethical Design
Class Description	Educates the participants about modern topics in IT and how such topics are used in the workforce. Topics include, but are not limited to Artificial Intelligence, hierarchy of IT administrators in organizations, etc. The goal of the course is to make the participants abreast of current events in the ever-evolving field of IT.
Duration of lesson	4 hours
Lesson Rationale	This lesson is intended to inspire interest in the IT sector. By taking a deep dive into AI technology and ethical IT concepts students can think independently on the topic.
Materials	PowerPoint, YouTube, Notebook.
Objective	SWBAT understand the concept of Artificial Intelligence, form an opinion on the effectiveness of AI, and decide when it is appropriate to use AI.
New Jersey Student Learning Standards	
Procedures/Methods	Students will be introduced to the concept of AI using the Code.org platform. The class will break into groups, research, and collaborate AI applications. Everyone's motives will be analyzed.

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Prior Knowledge	<p>This lesson is not intended to introduce students to sound research practices or how to vet credible sources. Students should come into this lesson with prior knowledge and the skills to be able to:</p> <ul style="list-style-type: none">• recognize credible sources on the internet.• summarize information from digital sources to support an argument.• navigate online resources and cite sources appropriately
Anticipatory Set	<p>Students will receive research topics exploring ethical issues in AI.</p>
Closure	<p>Afterward, each group develops at least one solution-oriented principle that addresses their chosen area. These principles are then assembled into a class wide “Our AI Code of Ethics” resource (e.g., a slide presentation, document, or webpage) for AI creators and legislators everywhere.</p>
Evaluation	
Student Evaluation	<p>To the extent that groups complete the assignments. And contribute to class-wide policies. Individual student reflection document.</p>
Teacher Evaluation	<p>Teacher will have succeeded if the class-wide policies reflect real-world solutions to ethical issues in AI technology.</p>
Accommodations	<p>Certain students will be given preferential seating.</p>

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Modifications	Certain students will be given personal support to help create their solution-based ethical AI guidelines.
Follow-up activities	None