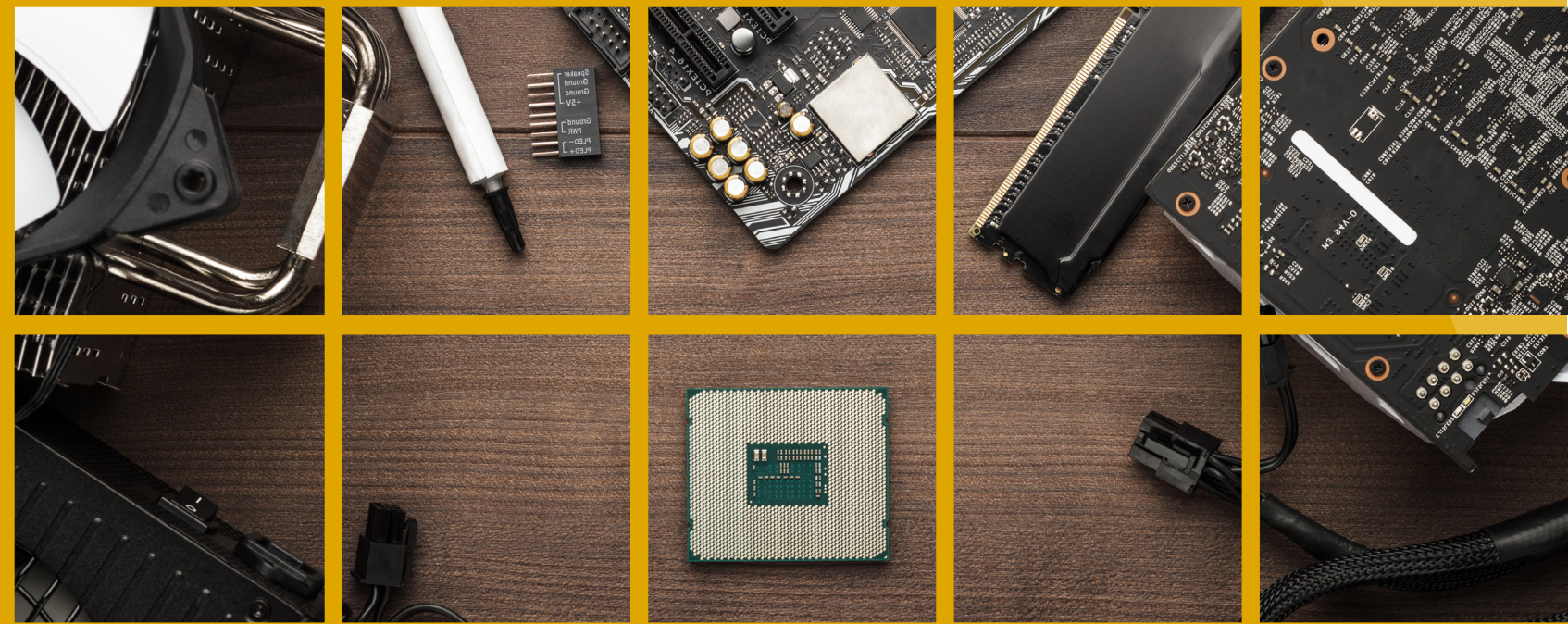
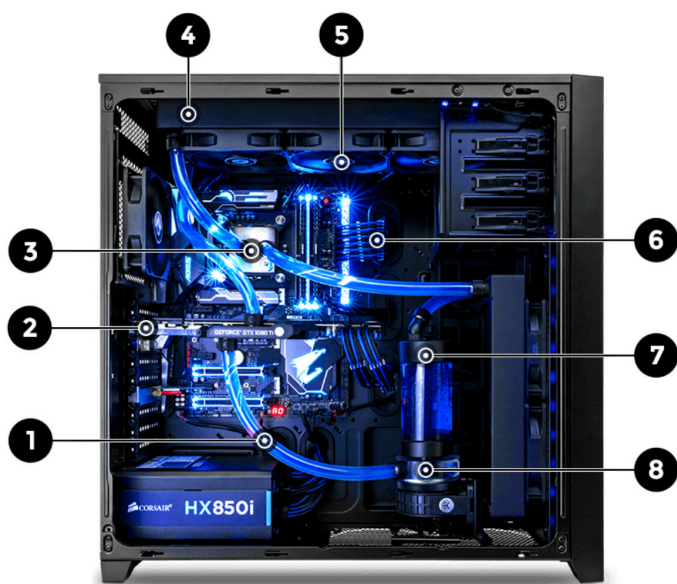




COMPUTER INFORMATION TECHNOLOGY

POLICY GUIDE





Mr. Brent Schlosser

Mercer County Career Center
776 Greenville Road
Mercer, Pennsylvania 16137
Phone: 724-662-3000 Ext. 1167
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PROGRAM DESCRIPTION

Students in this program will have the opportunity to learn fundamental and advanced concepts in designing and maintaining computer networks. Students will gain hands-on skills in computer hardware and maintenance, operating systems and software, network technologies and devices, as well as security fundamentals. The demand for careers within this field are growing fast, and the skills learned in this program are all essential for any entry level IT career. Obtaining these skills can give you the opportunity to achieve a career as a Desktop Support Specialist, Help Desk Support Technician, IT Support Specialist, IT Systems Administrator, or Network Engineer.

CORE CURRICULUM

- Communication & Professionalism
- Computer Hardware
- Network Devices
- Network Management
- Network Media and Topologies
- Network Technologies
- Network Tools & Troubleshooting
- Operating Systems and Software
- Personal & Environmental Safety
- Security Fundamentals
- Troubleshooting, Repair, and Maintenance

Industry Certifications:

TestOut®

- PC Pro
- Network Pro
- Cyber Defense Pro

CompTIA®

- CompTIA A+
- Network+

Pennsylvania Skills Certificate/College Credit:

Students who successfully complete their program of study have the opportunity to earn college credits to post-secondary institutions where we have current articulation agreements. Students who meet a 70% benchmark on the written portion of the NOCTI end-of-program assessment, may also earn 3 credits at over 60 colleges and universities in Pennsylvania.

A sample listing of post-secondary articulation agreements include: Butler County Community College, Laurel Technical Institute, Pittsburgh Technical College and Precision Manufacturing Institute. For more information about articulation agreements and college credit, please see the MCCC Guidance Counselor.

Mercer County Career Center does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or disability in employment or in the administration of any of its education programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX and Section 504 Coordinator, Aaron Kline, Mercer County Career Center, 776 Greenville Road, Mercer, Pennsylvania, 16137. 724-662-3000.

WELCOME

PROGRAM OUTLINE

LEVEL 1

100-Personal & Environmental Safety

1100-Communication & Professionalism

200-Computer Hardware

300-Troubleshooting, Repair, Maintenance I

400-Operating Systems & Software

500-Network Technologies

700-Network Devices

1000-Security Fundamentals

Certification Prep

LEVEL 2

100-Personal & Environmental Safety

600-Network Media & Topologies

500-Network Technologies

700-Network Devices

800-Network Management

900-Network Tools & Troubleshooting

Certification/NOCTI Prep

LEVEL 3

800-Network Management

1000-Security Fundamentals

Certification Prep/NOCTI Prep

PROPOSED 9 WEEK UNIT PLANS

1ST 9 WEEKS

2ND 9 WEEKS

3RD 9 WEEKS

4TH 9 WEEKS

YEAR 1

TESTOUT PC PRO & CERTIFICATION

100 - Personal & Environmental Safety

1100 - Communication & Professionalism

200 - Computer Hardware

200 - Computer Hardware

300 - Troubleshooting, Repair, Maintenance I

400 - Operating Systems & Software

500 - Network Technologies

700 - Network Devices

1000 - Security Fundamentals

Certification Prep

YEAR 2

TESTOUT NETWORK PRO & CERTIFICATION

100 - Personal & Environmental Safety

600 - Network Media & Topologies

700 - Network Devices

500 - Network Technologies

1000 - Security Fundamentals

800 - Network Management

800 - Network Management

1000 - Security Fundamentals

1000 - Security Fundamentals

900 - Network Tools & Troubleshooting

Certification/NOCTI Prep

YEAR 3

TESTOUT CYBER DEFENSE PRO & NOCTI

800 - Network Management

1000 - Security Fundamentals

1000 - Security Fundamentals

Certification Prep/NOCTI Prep



COMPUTER INFORMATION TECHNOLOGY – ESSENTIAL SKILLS

CLASSROOM TESTS

Industry certification style chapter tests, multiple choice tests, and written tests.

Approximately 30-40* exams throughout the year.

*This number is approximate and is subject to change

LECTURE TIME

4 hours/week*

*This number is approximate and is subject to change

ACADEMIC SKILLS

Grade Level Appropriate Reading and Math

SOFT SKILLS

- Good communication skills
- Time management
- Work independently and in collaboration with team
- Critical thinking

COMPUTER SKILLS

- Possess basic computer skills
- Manage digital documents
- Research and find solutions to technical problems

PHYSICAL REQUIREMENTS

- Lifting computers and network equipment
- Ladder use while pulling network cable on ceiling rack
- Work with hands on internal computer components
- Sitting for periods of time
- Good vision

VOCATIONAL TESTING

Essential Aptitudes for lab
recommended levels

- Structural mechanical visualization/reasoning
- Discrimination by size/shape
- Gross/fine motor skills
- Manual dexterity
- Retention of mechanical and structural detail

MCCC POLICIES

GRADING POLICY

Grading will be broken into three categories.

Assessment:

- Practice Questions
- Exams

Classwork/Hands-On:

- Discussions
- Hands-On Tasks
- Lab Simulations

STRIVE Grade:

- Daily Quest (6 pts.)

(Students are assigned a Daily Quest activity each day. They submit that activity to obtain their STRIVE Points. Points can be lost if the STRIVE goals are not met.)

S

SAFETY

Operate equipment appropriately
Use proper tools

T

TEAMWORK

Complete assigned job
Care for tools & equipment
Keep shop and work area clean

R

RESPECT

Respect others
Use proper language
Use technology correctly

I

INSPIRED

On-Time
Help Others

V

VISION

Positive Attitude
On-Task
Obeys class and school rules
Obeys safety guidelines

E

EXCELLENCE

Complete work on time
Do your best work possible

GRADE REPORTING:

A student grade report will be given to a student whose grade drops below 70%.

A parent/guardian will receive notification if a student's grade drops below 70%. (Phone call, Grade Report Sent Home)

A referral to the Student Support Team will be made if a student's grade drops below 70%.

REPORT CARDS:

Grades are reported to the home schools at the end of MCCC's quarters. Home schools report the MCCC program grade on their report card. MCCC does not issue a report card.

PASSING AND CREDIT:

Students must follow their home school's grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

MCCC PASSING:

To stay enrolled in a MCCC program and to earn a MCCC Certificate, MCCC recognizes 65% as passing.

MAKE-UP WORK

IF A STUDENT IS ABSENT AN EXCUSE MUST BE GIVEN TO THE OFFICE WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL (Please see the Student Handbook for attendance policies). If a student is absent he/she will receive a "0" for a STRIVE grade. The procedures for making up work include:

- Upon return to school it is the students' responsibility to review their grades and missing assignments online. They are to review the current agenda and read any announcements posted by the instructor on the day they were absent.
- Students who do not turn an assignment in by the due date will receive a "ZERO" as a placeholder until the assignment is made up. Students may have the entire grading period to submit any missing assignments following the proper late assignment submission steps.



GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

%	GPA	%	GPA	%	GPA	%	GPA	%	GPA
100	4.0	80	2.3	60	0.3	40	0.0	20	0.0
99	4.0	79	2.2	59	0.2	39	0.0	19	0.0
98	3.9	78	2.1	58	0.1	38	0.0	18	0.0
97	3.9	77	2.0	57	0.0	37	0.0	17	0.0
96	3.8	76	1.9	56	0.0	36	0.0	16	0.0
95	3.8	75	1.8	55	0.0	35	0.0	15	0.0
94	3.7	74	1.7	54	0.0	34	0.0	14	0.0
93	3.6	73	1.6	53	0.0	33	0.0	13	0.0
92	3.5	72	1.5	52	0.0	32	0.0	12	0.0
91	3.4	71	1.4	51	0.0	31	0.0	11	0.0
90	3.3	70	1.3	50	0.0	30	0.0	10	0.0
89	3.2	69	1.2	49	0.0	29	0.0	9	0.0
88	3.1	68	1.1	48	0.0	28	0.0	8	0.0
87	3.0	67	1.0	47	0.0	27	0.0	7	0.0
86	2.9	66	0.9	46	0.0	26	0.0	6	0.0
85	2.8	65	0.8	45	0.0	25	0.0	5	0.0
84	2.7	64	0.7	44	0.0	24	0.0	4	0.0
83	2.6	63	0.6	43	0.0	23	0.0	3	0.0
82	2.5	62	0.5	42	0.0	22	0.0	2	0.0
81	2.4	61	0.4	41	0.0	21	0.0	1	0.0

**“OUR MISSION
IS TO EQUIP
STUDENTS WITH
MARKETABLE
SKILLS
THROUGH
EFFECTIVE
CAREER AND
TECHNICAL
EDUCATION”**



National Technical
Honor Society



MCCC POLICIES

DAILY HOUSEKEEPING

Students will be assigned a daily cleanup job. The student will be responsible for completing their duties correctly. Their performance will be evaluated as a weekly STRIVE grade as well as overall task completion credit.

FOLLOWING INSTRUCTIONS

Throughout the semester students will receive various verbal, written, and digital online instructions. Students will be evaluated on their ability to follow these instructions. This will be graded as part of their STRIVE grade.

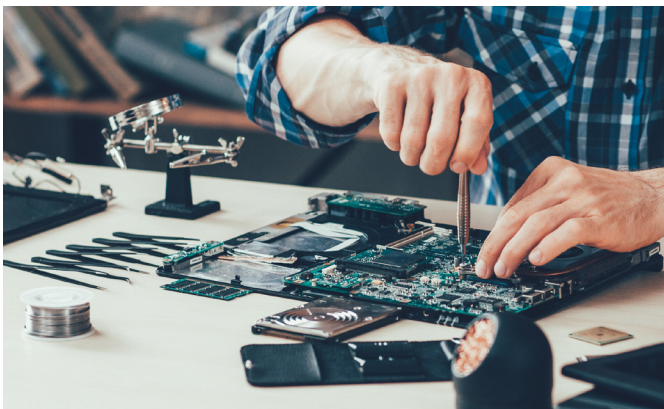
STUDENT OF THE SEMESTER

The criterion for selecting the “Student of the Semester” is as follows:

- Attendance
- Attitude
- Grades
- Work Ethic
- STRIVE

STANDARDS OF DRESS

Students are required to follow the Mercer County Career Center’s dress code. No specific uniform or apparel is required for this program at this time.



SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students will be issued a school lock for use at the Career Center, locks are to be returned at the end of the school year. The instructor will be given a master key that will open all student locks. This system will provide access to lockers in an emergency situation quickly and easily without having to cut the lock and incur cost to the student. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.

CELL PHONES/HEADPHONES

Cell phones are only to be used in class for classroom specific tasks and activities. Otherwise, cell phones should not be out and causing distraction. Students can lose daily STRIVE points if this rule is not followed.

FOOD AND DRINKS

Due to the amount of technology equipment within the classroom. No food or drinks are permitted.



SAFETY RULES AND REGULATIONS

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

- Arrive on time and be prepared to work.
- Listen and follow specific instructor directions.
- Stay on task at all times.
- Listen to others and respect others.
- Stay organized and manage your time.
- Clean up every day at the end of class.
- Follow all school policies and procedures.
- Obey the Internet Acceptable Use Policy.
- No cell phones unless authorized for class activity.
- Only install software when authorized.
- No horseplay of any kind is permitted.

STUDENT EXPECTATIONS

The following expectations will contribute to a student's success in this program:

- Attendance
- Read at a 10th grade level
- Follow specific and detailed instructions
- Speak effectively
- Possess basic computer skills
- Organize and manage digital documents
- Manage time in order to effectively complete assignments
- Work independently or as part of a team
- Engage in content and class discussions
- Use resources to research and find solutions to technical problems.

PARENT CONTACT INFORMATION

Parent/Guardian/Student: Please read the following policies. These cover what each student is responsible for to complete the Computer Information Technology program. Please complete and sign **both front and back** and return this page to verify that you have read, understand and agree to abide by these policies. Please keep the rest of the pages, they are for your reference.

If you have any questions, please contact Mr. Schlosser at 724-662-3000 ext. 1167 or bschlosser@mercerc.cc.org.

Parent/Guardian Signature: _____

Parent/Guardian Print Name: _____

Contact Phone Number: _____

Contact Email: _____

Student Signature: _____

Student Print Name: _____



COMPUTER INFORMATION TECHNOLOGY STUDENT CONTRACT

As I prepare for a career in the Computer Information Technology field I realize rules, policies and specific procedures must be followed to ensure a safe and productive environment.

I have read and understand all shop policies. I understand any infractions will result in immediate reprimand, such as a verbal warning, loss of STRIVE points, writing assignment, office referral, a call home or in severe cases removal from the Computer Information Technology program.

I also understand to succeed in a rewarding Computer Information Technology career I must meet specific classroom expectations, this includes: being respectful to others, completing all of the required assignments on my own and participating in class discussions.

I further understand that my actions may affect future job recommendations in the Computer Information Technology field.

YES

☐

I can follow all procedures and rules and meet all expectations and will remain in the Computer Information Technology program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

NO

☐

I realize this class demands a high level of maturity and hard work. I would like to be removed from the Computer Information Technology program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

