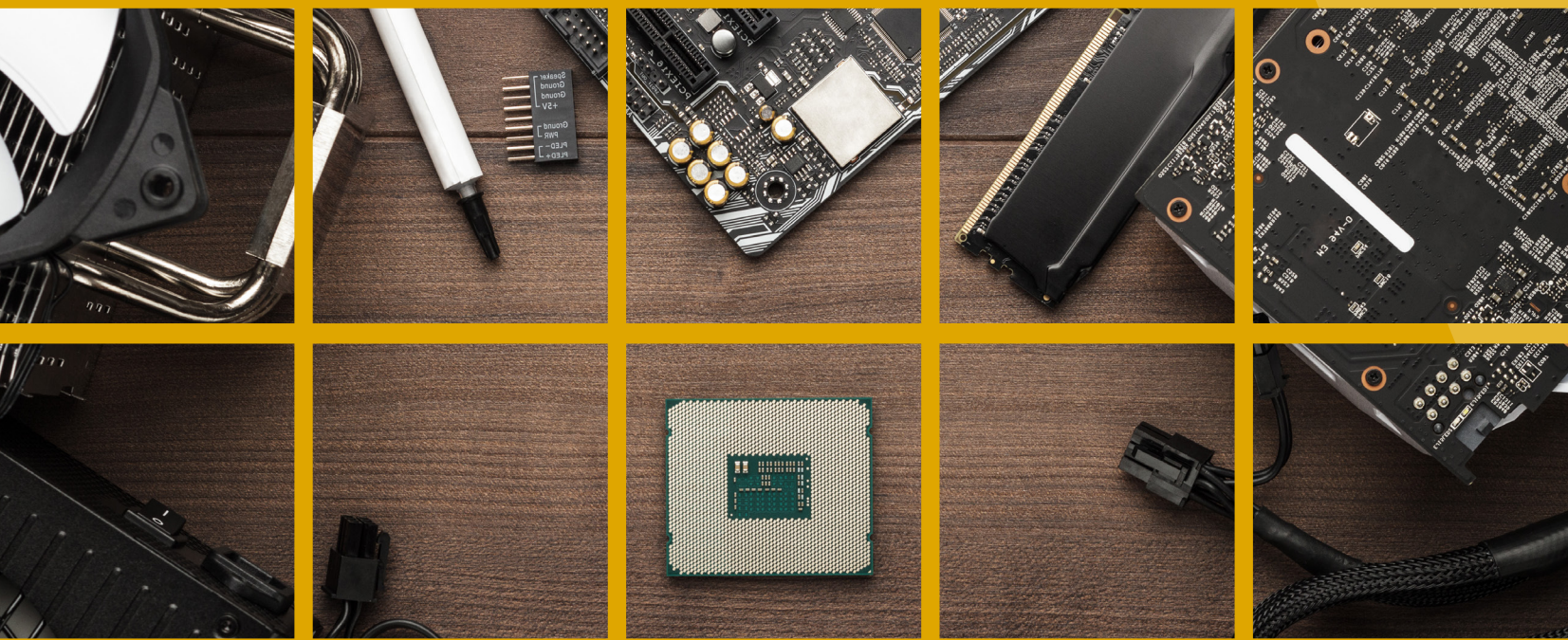




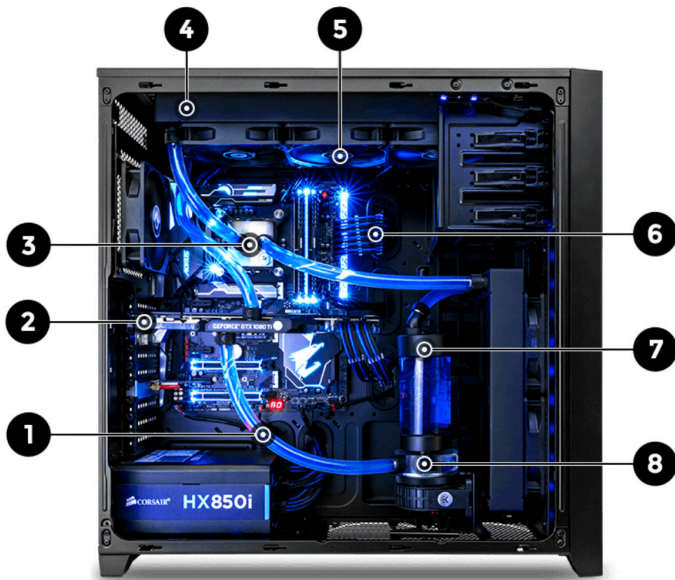
# COMPUTER INFORMATION TECHNOLOGY

POLICY GUIDE





# WELCOME



## 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

- Cyber Defense Pro
- Ethical Hacker Pro
- Network Pro
- PC Pro
- Security Pro
- Server 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.

## PROGRAM OUTLINE

### LEVEL 1

- A **Personal & Environmental Safety**
- B Communication and Professionalism
- C **Computer Hardware I**
- D Computer Hardware II
- E **Troubleshooting Repair & Maintenance**
- F Network Media & Topologies I
- G **Network Devices I**
- H Network Technologies I
- I **Operating Systems & Software I**
- J Security Fundamentals
- K **PC Pro Certification Prep**

### LEVEL 2

- A Personal & Environmental Safety
- B **Network Devices II**
- C Network Media & Topologies II
- D **Network Technologies II**
- E Network Management I
- F **Network Tools & Troubleshooting I**
- G Network Management II
- H **Security Fundamentals II**
- I Network Pro Certification Prep

### LEVEL 3

- A **TestOut Curriculum**
  - Security Pro
  - Server Pro
  - Routing and Switching Pro
  - Ethical Hacker Pro
- B Hands-On Tasks and Certification/NOCTI Prep

## PROPOSED 9 WEEK UNIT PLANS

### 1ST 9 WEEKS

### 2ND 9 WEEKS

### 3RD 9 WEEKS

### 4TH 9 WEEKS

#### TestOut PC Pro & Certification

Personal & Environmental Safety  
Communication & Professionalism I  
Computer Hardware I

Computer Hardware II  
Troubleshooting, Repair & Maintenance

Network Media & Topologies  
Network Devices I  
Network Technologies I

Operating Systems & Software I  
Security Fundamentals I  
PC Pro Certification Prep

#### TestOut Network Pro & Certification

Personal & Environmental Safety  
Network Devices II

Network Media & Topologies II  
Network Topologies II

Network Management I  
Network Tools & Troubleshooting

Network Management II  
Security Fundamentals II  
Network Pro Certification Prep/NOCTI Prep

#### Certifications/NOCTI Prep

\*Students have the option to specialize in one of the following curriculum pathways as a third year student.

TestOut Curriculum  
\*Server Pro  
\*Routing & Switching Pro  
\*Ethical Hacker Pro  
\*Security Pro  
Hands-On Tasks

TestOut Curriculum  
\*Server Pro  
\*Routing & Switching Pro  
\*Ethical Hacker Pro  
\*Security Pro  
Hands-On Tasks

TestOut Curriculum  
\*Server Pro  
\*Routing & Switching Pro  
\*Ethical Hacker Pro  
\*Security Pro  
Hands-On Tasks

TestOut Curriculum  
\*Server Pro  
\*Routing & Switching Pro  
\*Ethical Hacker Pro  
\*Security Pro  
Certification/NOCTI Prep



# WELCOME

## 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@mercercctc.org](mailto:bschlosser@mercercctc.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: \_\_\_\_\_





# MCCC POLICIES

## GRADING POLICY

Grading will be broken into three categories.

### Assessment:

- Practice Questions
- Exams

### Classwork/Hands-On:

- Discussions
- Hands-On Tasks
- Lab Simulations
- Worksheets

### 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”**





# 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.

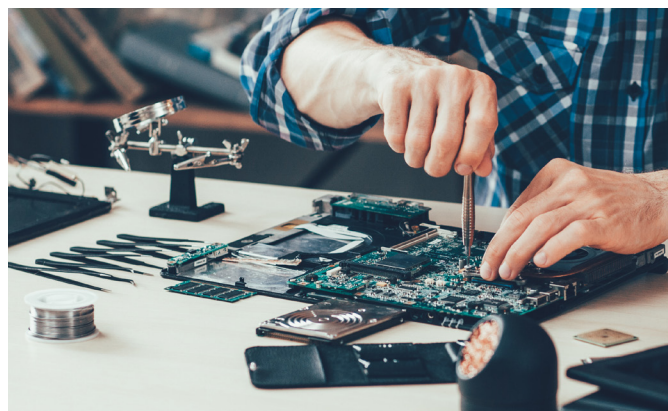
## STUDENT OF THE SEMESTER

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.



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.