Warren County School District
PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Computer Maintenance and Administration

Course Number: 00925(AM) & 00975 (PM)

Course Prerequisites: A student should have earned at least six (6) credits to be enrolled in Computer Maintenance and Administration

Course Description:
15.1202 – Computer Technology/Computer Systems Technology
This is a three year program designed to prepare students to enter the job market as an industry certified PC support technician or a post-secondary school with earned college credit upon entrance. Students complete a series of certifications that include CompTIA IT Fundamentals, CompTIA A+ and a NOCTI skilled worker competence certification. Students learn communication skills, customer service and professionalism by working on customer machines brought into the class for repair and by supporting the computers and users within the WCCC.

The beginning curriculum focuses on personal computer, laptop and portable device, printer, scanner: hardware, configuring and support and security/safety. Students learn Windows 10 and Windows 8 customization, support, configuration and administration.

The advanced curriculum takes students through networking, server hardware, troubleshooting and management.

Students also have the opportunity to be part of Future Business Leaders of America (FBLA) and SkillsUSA and compete for district, state and national awards.

Suggested Grade Level: Grades 10-12

Length of Course: One Semester Two Semesters Other (Describe)

Units of Credit: Three (3) Elective credits per year [up to nine (9) credits with Optional COOP]

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s): CSPG #13: Emergency Certification, #66: Vocational Instruction & Vocational Intern Certification, #7: Level II (Permanent Certification), or Code: 2102 Computer Servicing Technician

Certification verified by WCSD Human Resources Department:
X Yes No
Board Approved Textbooks, Software, Materials:
Title: Network+ Guide to Networks 5th Edition
Publisher: 
Copyright Date: 2010

Title: Guide to Managing and Maintaining Your PC: 7th ed. Comprehensive
Publisher: 
ISBN # 1-4354-9778-3
Copyright Date: 

Title: Linux E-book
Publisher: 
ISBN #: 
Copyright Date: 

Date of WCSD Board Approval: March 14, 2011

BOARD APPROVAL:
Date Written: February 9, 2011, Revised February 15, 2017
Date Approved: March 13, 2017
Implementation Year: 2017 - 2018

SPECIAL EDUCATION AND GIFTED REQUIREMENTS
The teacher shall make appropriate modifications to instruction and assessment based on a student’s Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

COURSE OUTLINE
List the units to be taught throughout the course. Provide a brief description of what will be taught in each unit.

For standards, essential questions, content, and skills see Curriculum Map – See Task Grid

PA Academic Standards: Aligned with PA Standards
- PA Standard 13.1.11 Career Awareness and Preparation
- PA Standard 13.2.11 Career Retention (Getting a job)
- PA Standard 13.3.11 Career Retention and Advancement
- PA Standard 13.4.11 Entrepreneurship

Industry and Other Standards:
- CompTIA IT Fundamentals,
- CompTIA A+

PROGRAM OF STUDY/CIP COMPETENCIES INTEGRATED IN THE STANDARDS
100 Demonstrate Knowledge of Personal and Environmental Safety
- Math: M11.A.3.2.1, 2.5.11A
- Reading: R11B.3.3.3, R11B.3.3.4
REQUIRED COURSE SEQUENCE AND TIMELINE:

100 Demonstrate knowledge of Personal and Environmental Safety 100 hours
200 Demonstrate knowledge of Computing Fundamentals 80 hours
300 Use Productivity Software 15 hours
400 Demonstrate Internet Applications 45 hours
500 Demonstrate knowledge of Computer Hardware 240 hours
600  Demonstrate knowledge of Troubleshooting, Repair, and Maintenance  240 hours
700  Demonstrate knowledge of Operating Systems an Software  180 hours
800  Demonstrate knowledge of Networking  50 hours
900  Demonstrate knowledge of Security  50 hours
1000  Providing Customer Service  80 hours

TOTAL  1080 hours

COOP  36 weeks (optional)

ASSESSMENT

Summative Assessments:  NOCTI Written and Performance Test (2\textsuperscript{nd} or 3\textsuperscript{rd} year students) developed by the National Occupational Competency Testing Institute. Students who score advanced will receive the PA Skills Certificate in Computer Technology/Computer Systems Technology signed by the Governor of Pennsylvania. Students who score advanced and successfully complete the Program of Study Task Grid will earn SOAR PA state-wide articulated credit and any additional approved articulated college credit.

Formative Assessments:  The teacher will develop and use standards-based assessments throughout the program

Portfolio Assessment:  \( \boxed{X} \) Yes \( \boxed{X} \) No

District-wide Common Final Examination Required:  \( \boxed{X} \) Yes \( \boxed{X} \) No

Course Challenge Assessment (Describe): N/A

WRITING TEAM:  Jessica Tundel and James Evers and reviewed by current School Board approved OAC Membership

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination?  \( \boxed{X} \) Yes \( \boxed{X} \) No
 *Warren County School District Policy 9741 and 9744 state, “All classes in grades 9-12 shall have a final exam”.

2. Does this course issue a mark/grade for the report card?  \( \boxed{X} \) Yes \( \boxed{X} \) No

3. Does this course issue a Pass/Fail mark?  \( \boxed{X} \) Yes \( \boxed{X} \) No

4. Is the course mark/grade part of the GPA calculation?  \( \boxed{X} \) Yes \( \boxed{X} \) No

5. Is the course eligible for Honor Roll calculation?  \( \boxed{X} \) Yes \( \boxed{X} \) No

6. What is the academic weight of the course?  \( \boxed{X} \) Standard weight  \( \boxed{X} \) AP