

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 X 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:

ISBN # 13: 978-1-423-90245-2 ISBN# - 10: 1-423-90245-9

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

Common Core: W2, 6, 7, R1, 7, 10

200 Demonstrate Knowledge of Computing Fundamentals

Science and Technology: 3.6.12.B, 3.7.10C, D, 3.7.2C, D

Reading: R11B.3.3.3, R11B.3.3.4

Common Core: W2, 6, 7, R1, 7, 10

300 Use Productivity Software

Science and Technology: 3.7.10D, 3.7.12D, 3.8.12B

Reading: R11B.3.3.3, R11B.3.3.4

Common core: W2, 6, 7, R1, 7, 10

400 Demonstrate Knowledge of Living Online Applications

Science and Technology: 3.1.12A, 3.7.10D, E

Reading: R11B.3.3.3, R11B.3.3.4

Common core: W2, 6, 7, R1, 7, 10

500 Demonstrate Knowledge of Computer Hardware

Science and Technology: 3.1.12A, 3.7.10D, 3.7.12D

Math: M11.A.2.1.1

Reading: R11B.3.3.3, R11B.3.3.4

Common Core: W2, 6, 7, R1, 7, 10

600 Demonstrate Knowledge of Troubleshooting, Repair and Maintenance

Science and Technology: 3.1.12A, 3.2.12D, 3.7.12C

Math: M11.A.3.2.1, 2.5.11A, M11.A.2.1.1

Reading: R11B.3.3.3, R11B.3.3.4

Common Core: W2, 6, 7, R1, 7, 10

700 Demonstrate Knowledge of Operating Systems and Software

Science and Technology: 3.1.12A, 3.1.12D, 3.7.10C, 3.7.12C, D

Reading: R11B.3.3.3, R11B.3.3.4

Common Core: W2, 6, 7, R1, 7, 10

800 Demonstrate Knowledge of Networking

Science and Technology: 3.1.12D, 3.7.10C, E, 3.7.12C,E

Math: M11.A.3.2.1, 2.5.11A, M11.A.2.1.1

Reading: R11B.3.3.3, R11B.3.3.4

900 Demonstrate Knowledge of Security

Science and Technology: 3.1.12A, 3.2.12D, 3.7.12D3.8.1, D, E, 3.8.12C

Reading: R11B.3.3.3, R11B.3.3.4

Common Core: W2, 6, 7, R1, 7, 10

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 and 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 (2nd or 3rd 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: Yes No

District-wide Common Final Examination Required: Yes 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? Yes 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?
 Yes No
3. Does this course issue a Pass/Fail mark? Yes No
4. Is the course mark/grade part of the GPA calculation?
 Yes No
5. Is the course eligible for Honor Roll calculation? Yes No
6. What is the academic weight of the course?
 No weight/Non credit Standard weight
 Enhanced weight (Describe) AP