

Parkway West
Career & Technology Center



Cyber Security & Network
Technology Handbook
2024-2025

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1 Welcome/Introduction/Program Overview

The Information Technology Essentials Program is designed to prepare students for entry into the information technology job market. The program is delivered through a competency-based plan in which the instruction content is based upon an occupational analysis of the information technology field and adjusted to reflect local employment needs and opportunities as determined by the program’s occupational advisory committee.

Topics to be covered:

Safety

CompTIA A+ Certification

CompTIA IT Fundamentals

CISCO Certification

Building a computer

Operating systems

Hardware/Software

Networking

Servers (Hardware and O/S)

Career planning

Customer Interaction

Cyber Security

2 Regulatory Agencies

Occupational Advisory Committee

CompTIA Authorized Academy

CISCO Networking Academy

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3 Articulation Agreements

Pittsburgh Technical College –course credit if student has a “B” or better and scores 80% or above on final course examination at PTC. Exemption will be granted from:

ITA 101 - Introduction to Information Technology - 4 credits

ITA 102 – Principles of Computing – 3 credits

ITA 111 – Desktop Operating System – 8 credits

Upon completion of application requirements, \$1,000.00 credit per course toward PTC tuition.

Students Occupationally and Academically Ready

4 Student Requirements

Students must be in the classroom and ready to begin learning when the bell rings.

All students must provide and bring to class each day:

1. Notebook
2. Pen or a pencil
3. Flash/USB Drive at least 8 GIG in size.

5 Dress Code

All Information Technology Essentials students will be required to purchase a class uniform from the Parkway West CTC uniform web store. The uniform must be worn in the building at all times. The student will wear the approved uniform (ITE uniform) as the outer layer of clothing visible and worn correctly at all times. Wearing the ITE uniform under a hoodie or jacket is not acceptable. The cost of the uniform will not exceed \$40. You can access the Parkway West uniform web store by searching the Parkway West website at www.parkwaywest.org. Once logged onto our website, please access the Parkway West CTC uniform web store by clicking on the web store icon under links and portals. After accessing the web store, select the Information Technology Essentials (ITE) Program to begin your order.

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The clothes that you wear in the classroom are commonly accepted as appropriate attire in an actual IT department.

6 Required Supplies/Shop Equipment

A Parkway West combination lock purchased at the school’s business office.

Pencils, pens, notebook and notebook paper

It is suggested that each student purchase their own computer tool kit. Tool kits can be bought online for approximately \$20. Students will be responsible for their own kits and should keep them in their lockers.

7 Classroom Rules, Rewards and Consequences

Classroom Rules

1. All students will be assigned a locker and **required** to buy a lock from the Park West Business Office for it. All personal belongings are to be kept in the locker including backpacks, hoodies, personal electronic devices, and all other non-essential items. The student will be responsible for securing all personal items in the locker. No backpacks, ear buds, hoodies, personal electronic devices, headphones or any other personal items will be brought into the classroom. The locker is the proper place for securing such items. Parkway West will not be responsible for lost or stolen personal items.
2. Absolutely **no personal electronic devices**, including cell phones, MP3 players, and game systems, etc. are permitted at any time. All such devices if used in class will be immediately surrendered to the security officer to be claimed by parents from the Front Office. Personal computers will be permitted for diagnosis and repair at the discretion of the instructor. Pre-approval must be secured before device is brought to class. Phone pouches will be placed in the classroom. During all lectures and at the discretion of the instructor, phones, airbuds, and Smart watches will be placed in the pouches. Items will remain in the pouches until the instructor

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releases them to the student owner. *Parkway West recommends that ALL personal electronic devices be stored in the students' lockers. Parkway West is NOT responsible for any lost or stolen personal electronic devices.*

3. Don't interfere with another student's learning. Be considerate of others. Do not talk when the teacher is talking. Raise your hand if you have a question or a comment.
4. Follow the teacher's directions the first time given.
5. Remain in class and on task unless excused by the teacher.
6. Come to class on time every day prepared to work with pen, pencil, notebooks, assignments, and a vest or a polo uniform shirt..
7. Use appropriate language and vocal levels at all times.
8. Installing software of any kind on the Network or local hard drive is strictly prohibited unless authorized by the instructor. This includes using passwords for administrator accounts that have not been authorized.
9. "Hacking" or attempting to breach security devices is strictly prohibited.
10. Students are not to touch hardware unless given permission, and under the teacher's supervision.
11. Assignment of computer parts will only be done by the instructor. Students are to complete a work order describing how and where the part was used.
12. Sleeping in class will **NOT** be tolerated.
13. All students must stay in their seat until the dismissal bell rings.
14. When the class is on a break, all students will remain in the breakroom with the class. No one will remain in the classroom. If dismissed to the restroom from the breakroom, the student will join the class as soon as possible.

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15. NO pictures or videos can be recorded of any other students or staff members.
If reported, the student's phone or device will be turned into security for investigation.

Consequences:

1. Verbal warning
2. Student conference
3. Loss of daily points.
4. Phone call home
5. Unsatisfactory report on Parent Portal.
6. Reduced grades
7. Referral to Administration

Rewards:

1. Break privileges
2. Excellent grade average
3. Special class projects
4. Good paying job in the future
5. Recommendations from the teacher
6. Opportunity to take a certification exam.
 - A. Keep an 80% total GPA.
 - B. Pass all practice tests with a 90%.
 - C. Absent no more than 10 days.

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8 Grading Procedures and Policies

Grading Information*

*Point values are subject to change.

Daily Grade:

5 points

- Uniforms required, all items neat and clean.
- Focused and on task until assignments are complete
- Prepared for class at the bell; notebook, paper, pencil, assignments etc.
- Cell phones are to be placed in the pouches.
- Assists other classmates without specific instructions to do so.
- Is a self-advocate; asks for instructor help when needed
- Follows all safety and PPE (Personal Protective Equipment) requirements.
- Maintains a clean workspace and always returns tools and equipment to proper area

4 points

- Uniform as required, appearance neat
- Stays on task most of the time but not always
- Prepared for class; notebook, paper, pencil, assignments, etc.
- Works cooperatively with other classmates.
- Asks for help when all other options are exhausted
- Follows PPE and safety regulations

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3 points

- Uniform as required, appearance acceptable
- Needs constant reminders to focus on tasks and assignments
- Prepared for class with most items
- Works with others as assigned
- No self-advocacy skills; must be asked if they are in need of help
- Follows safety requirements
- Returns tools

2 points

- No Uniform
- Will not focus on tasks and assignments
- Unprepared for class
- Unwilling to work with others
- Will not accept help
- Needs constant reminders of PPE and safety requirements
- Fails to return tools or equipment to proper area
- Needs constant supervision and redirection

1 point

- In-school suspension
- Disruptive, combative or antagonistic behavior
- Unprepared for class, no uniform, notebook or assignments
- No attempt to work in a group as a team member
- Sleeping in class
- Excessive talking in class
- Using unauthorized personal electronic device in class

0 points

- Unexcused Absence (will be corrected if missed work is completed)

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As per the student handbook, grades are as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
I	Incomplete

Grade Distribution:

Knowledge/Skills – 80%

Work Ethic – 20%

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Work Ethics Evaluation Form

Student: _____ **Date:** _____

<i>Work Ethic characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (AP)</i> Attends class on time					
<i>Behavior/Language/Safety (B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas.					
<i>Cleanup/Tools/Prepared for Class (C)</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Brings necessary materials and supplies to class (pencil, notebook, etc.)					
<i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude					

Meets Expectations (2) All work ethics standards are met.

The quality of student's work ethics performance is that of a good employee in the normal work environment.

Needs Improvement (1) Some work ethics standards were not met.

Additional training in employability skills is recommended.

Unacceptable (0) Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

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9 Safety

1. Read instructions in manuals and listen carefully to directions on how to use parts and tools. Do not use any machine or device you do not know how to operate.
2. Keep personal items, foreign items, and jewelry away from moving parts and equipment.
3. Use surge protectors with all electronic equipment. Exercise caution while using and leaving equipment.
4. Keep electrical cords out of the way of passers-by.
5. Use plugs, cords, and outlets properly. Report any defects.
6. Never tamper with electrical power supplies.
7. Inspect equipment and personal appliances regularly. Check for frayed wiring or shorts. If a machine overheats, sparks, or smokes please notify the instructor.
8. Follow Underwriters Laboratories' (UL) and Material Safety Data Sheets (MSDS) suggestions and guidelines.
9. Exercise care when plugging or unplugging all cords. Always grasp the plug, not the cord.
10. Loose fitting items such as clothes, jewelry or hair can get stuck in equipment or cause shorts. Exercise care and caution when wearing such items.
11. Exercise proper lifting techniques when lifting equipment onto a table.
12. Use caution when reaching into computer cases as metal parts may be sharp.

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9 Cleanup

Students are responsible for cleaning their work areas and lab work at the end of each class. Please return parts and tools to proper storage area.

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10 Criteria For Program Completion

Beginning with the class of 2010, the following criteria will be utilized to determine if students are a non-completer, basic completer, or advanced completer:

CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
MAJOR PROJECTS	Student has not completed at least 74% of program competencies	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better.
END OF PROJECT ASSESSMENT	Earned Basic on NOCTI or did not make an attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one year.	N/A	Student must meet No Child Left Behind target of 90% cumulative attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	Incomplete Portfolio.	Completed Portfolio.	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.

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11 Miscellaneous Information

Excused absences and assignments can be made up. A week after returning to class should be adequate make-up time for work missed. Unexcused absences are graded as a "0".

Theory and Lab Work

Make-up Procedure:

One week to make up missed quizzes, and three days for Midterm and Final Exam. Effort should be made to make-up lab work. Extenuating circumstances will be dealt with on an individual basis.

Electronic Documents and Parental/Guardian Electronic Signature Policy

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

Parent/Guardian Signature

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory polices, contact the Director, Parkway West Career and Technology

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Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. Parkway West CTC does not discriminate on the basis of sex and further prohibits discrimination in its all education programs and activities operated by the CTC, including its admission and employment practices as required by Title IX.

Inquiries regarding the application of Title IX and its implementing regulations may be made to the CTC’s Title IX Coordinator, or the Office of Civil Rights, or both.

The Title IX Coordinator is: Dr. Darby Copeland, Executive Director. He may be contacted at:

7101 Steubenville Pike
Oakdale, PA 15071
copeland@parkwaywest.org
412/923-1772 ext. *112

A copy of the Nondiscrimination Policy and Grievance procedures may be found on the District’s Publicly Accessible website at: www.parkwaywest.org.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Darby Copeland, via the contact information provided above.

The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.