

NETWORKING & IT SECURITY SYLLABUS

INSTRUCTOR: Mrs. Lucy Ott
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Twitter: @MrsOttCTE #CCLready
PLEASE JOIN: Junior's code: @nits22-23j
Senior's code: @nits22-23s



JUNIOR YEAR HOURS: 7:30-10:00 (dismiss at 9:55)
SENIOR YEAR HOURS: 11:30-2:00 (dismiss at 1:55)
TRAINING: 3 High School Credits/900+ hours of IT training
ACADEMIC DAY: Students remain at Lakeland Community College for program only.
Will follow MHS calendar and MHS/Lakeland COVID procedures.)
PROGRAM LOCATION: Lakeland Community College, Building E, Classroom E-106
NOTE: Parents will not be allowed to come on to campus with prior approval.

www.ottclassroom.org



COURSE DESCRIPTION: The Networking & IT Security Program will prepare students for careers in computer networking, IT security, systems analysis, and IT support and services. Students will also gain the necessary skills to analyze computer system needs for design, installation, maintenance, and management. Skills acquired will assist students to pursue professional IT certifications.

HELPFUL INFO: IEPs provide assistance to teachers regarding information of students with varying degrees and types of disabilities in order to maximize educational opportunity and academic potential. Types of disabilities that students may have include mobility impairments, visual impairments, hearing impairments, speech impairments, specific learning disabilities, attention deficit disorder, chronic health disorders, psychological disabilities, and temporary disabilities. Students seeking services must provide documentation of their specific disability to their counselor. Although a student may be eligible for services, students may choose to use all or only a few of the accommodations available. This information will be held confidential for all students with an IEP. **PLEASE BE SURE TO LET MRS. OTT KNOW IF YOUR CHILD REQUIRES ASSISTANCE.**

KNOWLEDGE and SKILLS (included, but not limited to):

- Computer hardware, networking, maintenance, and troubleshooting
- Operating system installation and support
- End user education and training
- Selection, use and support of computer applications
- Business industry support and practices
- Setup and maintain computer networks
- Desktop virtualization
- Project management
- Implement and maintain general security compliance
- Examine and employ principles of cybersecurity
- Professional business practices
- IT Fundamentals
- Employability skills
- Resume Writing
- Interviewing

SOFTWARE/PROGRAMS/TOOLS:

- TestOut (for PC Pro/A+ certification training)
- CompTIA IT Fundamentals eBook
- LinkedIn Learning (free through Mentor Library)
- Cisco Network Academy
- Coursera – Google IT
- OS: Windows, Mac OS, Linux
- YouTube/ScreenCastify/Loom (for online training)
- Microsoft Office
- Google Drive
- Zoom
- Microsoft Office
- Wix, HTML– Web Development

POSSIBLE CERTIFICATIONS:

CompTIA IT Fundamentals
PC Pro Certificate
CompTIA A+ Core 1 and Core 2
Security+ OR CySA+
OSHA (10 hour)
Google IT

JUNIOR YEAR:

Software (WEB EXAM)
Hardware (WEB EXAM)
Database
Basic Programming
Project management
Solution creation/disaster recovery

SENIOR YEAR:

Mastery of junior level skills
Network operating systems (WEB EXAM)
Network security (WEB EXAM)
SkillsUSA competition
Customer service
Business industry support and services
Capstone experience (3 week, non-paid)

PROGRAM INFORMATION:

Host District: Mentor Public Schools

ARTICULATED COLLEGE CREDIT:

College credit is available to successful program completers through both articulated credit and ODE CT² credit. Articulated credit has been established with Kent University, Hocking Hills, Lakeland College, and Tri-C. **Students must meet the requirements before credit is awarded.** Check with these schools to see if earned college credit can be transferred to other schools.

For more detailed information on college credit, visit lakeshorecompact.org OR contact Sue Roseum @ roseum@mentorschools.org

FEES: Juniors: \$114, Seniors: \$37

MEMBERSHIPS: SkillsUSA

FIELD TRIPS: Students will be invited on several field trips during the year. These trips will include opportunities that will allow students to network with professionals in the IT industry. Field trips can be denied for students who do not meet grade or behavior requirements. A field trip permission slip will be sent home for each trip. Business casual dress is required for all field trips. (Subject to COVID)

GRADING: Students will be evaluated frequently, with emphasis on competency and performance using many different assessment tools. These tools will include, but are not limited to: assignment/project rubrics, formative/summative assessments, exit cues/question for participation, panel judging, work/field experience evaluation, peer evaluations, reading summaries, and competency tests.

GRADED WORK:

Homework – 1 per week
Daily participation and classwork (individual/group)
Assessments (both online and traditional)
Presentations
Daily assignments (written, online)
Lab performance
Work/field experience
Capstone Requirements
Professionalism
Individual research/readings

THE GRADE DISTRIBUTION:

90-100% A
80-89.9% B
70-79.9% C
60-69.9% D
59.9 and below% F

ABSENCES: Teachers will accept late assignments with a grade reduction of up to 50% of the grade earned to align with the primary purpose of grading. Unexcused absences from class and academic dishonesty will result in a serious disciplinary consequence and up to a 100% reduction in a student’s grade.

Students receiving an incomplete (I) grade on their report cards shall complete the work. If work is not completed in a timely manner, a grade of “M” shall be given for the missing work.

EXTRA CREDIT: Will be given periodically and due by the end of the quarter. Extra credit will be given ONLY as academic enrichment and will allow students the opportunity to make up points missed due to absence or poor score. **Extra credit should not exceed 3% of the overall grade earned.**

BEHAVIOR EXPECTATIONS: Students are expected to follow the MHS Discipline Codebook at all times with emphasis in this program as being “professional”.

REWARDS:

Good Grade
Stamps
Positive Office Ref
Homework Pass
Letters of Recommendation
Music (Individual Work)
Extended Break
Professional Resume
Higher Salary



CONSEQUENCES:

1st = warning – student conference
2nd = phone call or email home/lose break time
3rd = after school office detention
4th = referral to the office
Tardy: to class: 1-2 warning/3-4 detention (per quarter) unserved detentions = referral extreme issues = removal from program

HALL PASS:

Neglect of hall pass use will result in a consequence. 3 hall passes will be awarded each quarter.

CELL PHONE USE: Students will be able to use cell phones for the purpose of enhanced learning only. Music can be played during announced individual work **ONLY**. The consequences listed above will apply to cell phone use during class. **Electronics are NEVER permitted to be out during tests.**

BREAK TIME: Each class will be given a 15 minute break at teacher discretion. Students who are behind should plan to work through break.

ACADEMIC HONESTY POLICY: Students are expected to do their own work. The first time plagiarism occurs; all students involved will lose credit. The second time plagiarism occurs; the parents/administration will be notified and possible failure of quarter. Referrals will be processed as necessary, per MHS Discipline Code Book.

**Mentor High School Student Handbook will be followed for any items not mentioned in this Syllabus.*

Career Ready, College Ready, Life Ready #CCLready (no matter what path you choose)

-----Please sign the bottom portion, cut here and return to Mrs. Ott-----

Student Signature

Date

Parents please **initial one box below:**

has my permission to have photos/last name on the internet (social media, website).

does NOT have my permission to have photos/last name on the internet (social media, website).

Parent/Guardian Signature

Date

What is your preference for communication?

Phone Number: _____

Email: _____