

# CTE - CIP Course Details Catalog

## Cluster: Information Technology

CIP: 11.0901 - Computer Systems Networking and Telecommunications. (Non Traditional - Female)

Status: Open Start Year: 2011 End Year:

Minimum Carnegie Units: 2.00

### Group 1

Minimum Course Selection: School: 1 ACC: 0 Regional: 0

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
10004A001	Computer Concepts and Software Applications	0.50	2011	
12001A001	Business and Technology Concepts	1.00	2011	
12005A001	Keyboarding and Formatting	0.50	2011	

### Group 2

Minimum Course Selection: School: 0 ACC: 1 Regional: 1

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
10102A001	Computer Networking I	3.00	2011	
10102A002	Computer Networking II	3.00	2011	

### Group 3

Minimum Course Selection: School: 0 ACC: 0 Regional: 0

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
22153A001	Cooperative Education	3.00	2011	

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### Course Descriptions

#### **CIP: 11.0901 - Computer Systems Networking and Telecommunications.**

**State Course ID:** 10004A001      **Course Title:** **Computer Concepts and Software Applications**

Computer Concepts and Software Applications is an orientation-level course designed to develop awareness and understanding of application software and equipment used by employees to perform tasks in business, marketing and management. Students will apply problem-solving skills to hands-on, real-life situations using a variety of software applications, such as word processing, spreadsheets, database management, presentation software, and desktop publishing. Students will explore topics related to computer concepts, operating systems, telecommunications and emerging technologies. The development of employability skills, as well as transition skills, will be included in the course as well as an understanding of the ethical considerations that arise in using information processing equipment and gaining access to available databases.

**State Course ID:** 12001A001      **Course Title:** **Business and Technology Concepts**

This orientation-level course will provide an overview of all aspects of business marketing and management, including the concepts, functions, and skills required for meeting the challenges of operating a business in a global economy. Topics covered will include the various forms of business ownership, including entrepreneurship, as well as the basic functional areas of business (finance, management, marketing, administration and production). Students will be introduced to a wide range of careers in fields such as accounting, financial services, information technology, marketing, and management. Emphasis will be placed on using the computer while studying applications in these careers along with communication skills (thinking, listening, composing, revising, editing, and speaking), math and problem solving. Business ethics as well as other workplace skills will be taught and integrated within this course. This course is not intended to meet the consumer education requirement, but rather to provide preparation for the skill level courses that make up the Business, Marketing and Management occupations programs.

**State Course ID:** 12005A001      **Course Title:** **Keyboarding and Formatting**

Keyboarding and Formatting is a course designed to develop basic skills in touch keyboarding techniques for entering alphabetic, numeric, and symbol information found on computers and terminals. Students will learn to edit and format text and paragraphs, change fonts, work with headers and footers, cut and paste text, create and use tab keys, create labels, and work with multiple windows. Students will format documents such as letters, envelopes, memorandums, reports, and tables for personal, educational, and business uses. During the second half of the course, major emphasis is placed on formatting documents, improving proofreading skills, and increasing speed and accuracy.

**State Course ID:** 10102A001      **Course Title:** **Computer Networking I**

Computer Networking I is a skill-level course designed to provide students with the skills needed to setup, configure, test, troubleshoot, maintain, and administer a data network using various network operating systems such as Novell, Windows, and Linux. Instruction will include network planning decisions, such as choosing an appropriate network configuration, determining the performance level requirements considering the differences among operating systems, and recommending network interface cards and cabling. Students will also learn how to setup and manage file systems and resources, and network topologies, protocols, and system utilities to efficiently run software applications on a network. Students will learn to use basic operating system commands, install and configure networks, set up user accounts and rights, and establish user security and permissions.

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#### **CIP: 11.0901 - Computer Systems Networking and Telecommunications.**

**State Course ID:** 10102A002      **Course Title:** Computer Networking II

Computer Networking II is a skill-level course for students who have completed Computer Networking I. Students will continue to learn skills to set up, configure, test, troubleshoot, maintain, and administer a data network using various network operating systems such as Novell, Windows, and Linux. Students will learn to use troubleshooting services, system monitoring utilities, and data backup and recovery systems. Instruction will include setting up and configuring various network services such as TCP/IP, DHCP, DNS, VPN, terminal services, e-mail, content filtering, and web services. Students will learn techniques to secure and protect network servers and data. Students will be introduced to some basic concepts regarding web server configuration. Students will also learn to use standard software tools to determine system vulnerabilities and correct these vulnerabilities by reconfiguring the operating system. Students will diagnose network problems using public domain network sniffers such as Ethereal. Instruction will include setting up and configuring a firewall, intrusion detection system, and encryption software for identifying and preventing potential network attacks.

**State Course ID:** 22153A001      **Course Title:** Cooperative Education

Cooperative Education is a capstone course designed to assist students in the development of effective skills and attitudes through practical, advanced instruction in school and on the job through cooperative education. Students are released from school for their paid cooperative education work experience and participate in 200 minutes per week of related classroom instruction. Classroom instruction focuses on providing students with job survival skills and career exploration skills related to the job and improving students' abilities to interact positively with others. For skills related to the job, refer to the skill development course sequences, the task list or related occupational skill standards of the desired occupational program. The course content includes the following broad areas of emphasis: further career education opportunities, planning for the future, job-seeking skills, personal development, human relationships, legal protection and responsibilities, economics and the job, organizations, and job termination. A qualified career and technical education coordinator is responsible for supervision. Written training agreements and individual student training plans are developed and agreed upon by the employer, student and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations.