

CIP Code: 11.0901



Syllabus | 1
**Computer Networking
Technology and Cybersecurity**



<http://www.lcctc.edu>

Computer Networking and Cybersecurity
CIP – 11.0901

Instructor: Mr. Daniel Giffin

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QUESTIONS?

Contact the School Counselors:

Theresa Tobias: ttobias@lcctc.edu

Kelly Flowers: kflowers@lcctc.edu

Lebanon County Career and Technology Center

Mission Statement

The Mission of Lebanon County Career and Technology Center is to provide all students with quality career and technical education that prepares students for high skill, innovative, and in demand occupations to be career ready in a global economy.

Our Vision

The Vision of the Lebanon County Career and Technology Center is to lead the transformation and expansion of career and technical pathways, continuously improving and diversifying educational offerings, bridging the gap between evolving industries and skilled talent.

Syllabus

Identity and Overview

Program At-a-Glance

Two-Year Half-Day Program

Year 1: 8:00 a.m.–10:25 a.m.

Year 2: 11:25 a.m.–2:00 p.m.

Course Description

This program focuses on the design, implementation, management, optimization, security, and troubleshooting of computers, networks, peripherals, linked computer systems, and associated software. Students develop the technical knowledge and hands-on skills needed to support operating systems, applications, network systems, devices, and users, while preparing for entry-level roles as network specialists, computer support technicians, and related information technology professionals.

Course Goals

- Prepare students to take industry-recognized certification exams.
- Prepare students to be “work-ready” for entry-level technician positions.
- Develop professional habits, safety awareness, and troubleshooting independence.
- Prepare students for post-secondary education programs.

Career Pathways / Related Occupations:

The Computer Networking Technology and Cybersecurity program prepares students with foundational technical and professional skills for entry-level employment and continued education in information technology, computer networking, structured cabling/telecommunications, systems administration, and cybersecurity.

O*NET Career Pathways:

Computer User Support Specialists — O*NET 15-1232.00

Computer Network Support Specialists — O*NET 15-1231.00

Telecommunications Line Installers and Repairers — O*NET 49-9052.00

Network and Computer Systems Administrators — O*NET 15-1244.00

Information Security Analysts — O*NET 15-1212.00

Related Job Titles:

Help Desk Technician; IT Support Technician; Desktop Support Technician; Computer Support Technician; Network Support Technician; Network Technician; Structured Cabling Technician; Low-Voltage Technician; Cable Installer; Fiber Optic Technician; Field Service Technician; Technical Support Specialist; Network Administrator; Systems Administrator; Cybersecurity Technician.

Career Progression:

Students may enter appropriate entry-level IT, technical support, networking, field service, or structured cabling positions directly after program completion. Additional industry experience, certifications, and/or postsecondary education can lead to advanced careers in network administration, systems administration, and cybersecurity.

Student Readiness and Participation Basics

Schedules and Attendance

If you arrive after your scheduled start time, you must report to the Guidance and Attendance Office for a tardy slip before coming to class.

If you are absent, students and families should follow school attendance procedures and communicate with the instructor as appropriate.

If you have questions regarding attendance matters, contact the attendance officer, **Karen Tiru**: KTiru@lcctc.k12.pa.us.

Required Materials

- Three CNTC blue polo shirts
- Uniform hooded sweatshirt
- Slacks, belt, and boots
- Notebook or binder
- Pencil or pen
- Two 64 GB or larger USB drives (USB 3.0 or faster)
- Computer repair screwdriver set

Program Readiness Recommendations

- Reading at grade level
- Algebra I or Geometry
- Ability to work independently and as part of a team
- Mechanical aptitude and hand-eye coordination
- Keyboarding skills
- Familiarity with Microsoft Office or Google Workspace
- Problem-solving and troubleshooting ability
- Willingness to work toward industry certifications and career readiness

Program Value and Opportunities

College Credit Opportunities

Students may earn SOAR credits and may have additional articulation opportunities as available. Families should contact the school counselors for current details.

Visit: www.collegetransfer.net select search and SOAR credits at the bottom.

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- Local Articulation Agreement:
 - Lackawanna College: Cyber Security
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- CYB 120 Networking Fundamentals
 - CYB220 Network Design & Protocols
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Industry Certifications

Some certifications, such as OSHA10, and Careersafe courses, are provided at no cost to students through the school. Others, including Cisco CCST IT Support, Networking, and Cybersecurity, require a student cost of approximately \$50 per exam.

Curriculum Resources and Course Materials

Curriculum Resources:

- *A+ Guide to PC Troubleshooting and Repair, 6th Ed.*, Meyers (and lab manual)
 - *101 Labs A+*, Browning
 - *Cabling: The Complete Guide to Network Wiring, 3rd Edition*, Barnett
 - *Networking Lab Manual*, Meyers
-

Course Tools and Platforms:

- Cisco Networking Academy
 - CareerSafe
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Communication and Access

Teacher Contact and Availability

Teacher availability generally follows the school day from 7:40 a.m. to 3:10 p.m. Email is the primary method of communication for questions and concerns. For routine questions or concerns, email DGiffin@lcctc.edu. For time-sensitive or complex concerns, please call 717-273-8551, press 0, and speak with the front office.

Parent Portals

CSIU is the CTC's official grade reporting system. The CSIU parent portal may be accessed at: <https://parents.csiu-technology.org/Login.aspx>

For more support and any access issues, direct questions to the guidance counselor, **Kelly Flowers**: kflowers@lcctc.k12.pa.us

How the Class Works Academically

The Classroom Experience

Most learning in this program involves individual responsibility, independent effort, and applied practice.

Theory: Guided reading, direct instruction, presentations, and individual reading.

Independent Learning: Reading, researching, and writing about topics, working through virtual simulations and labs.

Guided Learning: Demonstrations and real-world takeaways in class, teams, and independently.

Hands-on Experiences: Individual and team settings at workstations and workbenches.

Students should expect to complete approximately 80% of their work at their assigned workstation, including theory and many hands-on activities. Approximately 20% of class time may be spent working on projects away from the assigned workstation.

Grading Policies

Completing assignments on time reflects personal responsibility and professional habits aligned to industry expectations. Unfinished classwork may need to be completed outside of class.

Homework is not assigned regularly, but some work may need to be completed outside of class when necessary.

Assignment Categories: Skills (33%), Knowledge (33%), Work Ethic (33%)

Late Assignments: Late assignments may receive up to a 50% deduction and may not be accepted more than one week after the due date unless otherwise approved.

CSIU Grades:

Grades recorded in CSIU are the official course grades. Learning tasks may be scored on a 0–10 scale based on student performance on assignments within a unit. Some larger labs, projects, and other major assignments may be assigned different point values.

Final marking period averages are recorded as whole numbers. Students who earn below a 40% overall average at the end of a marking period may receive a minimum recorded average of 40%, in accordance with school practice.

Assignments from any learning platform used in class will be entered into CSIU after the due date. Late work may not be accepted more than one week after the due date unless otherwise approved.

Students are responsible for reviewing their graded work and monitoring the CSIU gradebook. The grades recorded in CSIU are the official grades for the course.

Schoology Submissions:

For Schoology assignments, the most recent submission will be used for grading unless otherwise approved.

Grade Dispute Resolution

Students are responsible for reviewing their graded work and the CSIU gradebook. For disputes, request a conference via email, print the assignment and rubric, note discrepancies, and explain why the grade should be altered.

Originality of Student Work

Students are expected to submit original work unless collaboration or outside assistance is explicitly permitted. Unauthorized use of AI tools, copied work, or other unoriginal submissions may result in loss of credit and disciplinary consequences consistent with school policy.

Students are individually responsible for the completion and appropriateness of their work. For team assignments, all students are expected to participate meaningfully and in good faith.

Work Ethic / Employability Skills

Students earn a daily work ethic score based on attendance, punctuality, preparedness, productive use of class time, professionalism, uniform compliance, and timely completion of assigned work.

Failure to meet these expectations may result in a reduced daily work ethic score.

Repeated or serious concerns may also result in disciplinary action consistent with school policy.

Conduct and Expectations

Student Conduct and Classroom Expectations

- Read, understand, and follow the LCCTC Student Handbook.
- Follow all safety rules.
- Come to class prepared with required materials.
- Cooperate and work as a team.
- Show initiative, professionalism, and a positive attitude.
- Complete all tasks to the best of their ability.
- Work toward industry certifications and career readiness.
- Make responsible decisions that support learning and future success.
- Ask when unsure about safety or procedures.
- Report unsafe conditions and injuries immediately.
- Refrain from horseplay and other unsafe behavior.
- Use appropriate language and conduct at all times.
- Refrain from bullying, harassment, or behavior that disrupts the learning environment.
- Refrain from unauthorized technology use or attempts to bypass school or classroom security measures.

Some classroom policies are subject to change. Classroom procedures may be adjusted as needed to support safety and learning.

Uniforms and Dress Code

Students are expected to wear the CNTC blue polo daily and maintain a professional appearance consistent with program expectations. Students should report to class dressed appropriately for safety and participation. Additional dress and safety requirements may apply as directed by the instructor and school policy.

Students are expected to wear properly fitted clothing and safe, appropriate footwear for the program. Items not permitted include slip-on shoes, shorts, sweatpants, hats, and other headwear unless otherwise approved.

Cell Phones / Personal Devices

Personal electronic devices, including cell phones and wearable devices, are not permitted for use during class unless specifically authorized. Devices must remain out of sight during class and may be confiscated or result in disciplinary action in accordance with school policy. For emergencies, families should contact the main office.

Computer Networking Technology Students

Computer networking and cybersecurity professionals play an important role in helping people, systems, and organizations stay connected, productive, and secure. This program is designed to help students build technical ability, professionalism, and responsibility as they prepare for careers and further education.

Parent and Student Acknowledgement

I have reviewed the Computer Networking Technology classroom syllabus and discussed it with my Student.

Parent Printed Name

Parent Signature

Date

I have reviewed the Computer Networking Technology classroom syllabus and discussed it with my Parent.

Student Printed Name

Student Signature

Date