Program Planning Tool

Program Title: **CIP 52.1201   INFORMATION TECHNOLOGY – APPLICATIONS (TA PROGRAM)**   Student Name:

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will…

- Meet Tech Academy requirements, including 1. Student must be in grades 10 or 11 at RMCTC, 2. Have at least a 3.0 overall GPA (on 4 point scale), 3. Math proficient, 4. Reading proficient, 5. Taking college prep academic sequence throughout high school.
- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: Internet and Computing Core Certification (IC3), Microsoft Office Master, Microsoft Office Specialist: Word, Excel, PowerPoint, Access & Outlook.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will…

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 20 students are assigned to work "independently" and in "small teams". Students progress through using learning guides in a self-directed manner. Students will be required to sit and work at a computer terminal for the majority of the class time. Students will be required to use a computer, computer mouse, and printers.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 20% of their time in classroom theory and 80% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Read and study textbooks and technical manuals aligned with RACC courses. Textbooks and technical manuals are written at a college reading level.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
  CERTIFICATION TESTS:$63.00

Reading
Muhlenberg
CAREER & TECHNOLOGY CENTER

CTE Requirements	Present Educational Ability/Level	Support Needs
Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.		
Reading Level- Text and manuals written on a college level reading level. Proficient on end-of-course exam (Keystone). Ability to understand data processing, data communications, computer programming and the related documentation. Able to read college level text books used in this program. NOCTI Assessment & Industry Certification Exams require a proficiency in English language skills.		
Math Level - Proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Ability to compute proper settings for equipment and correct dimensioning for documents and deliverables. Ability to configure, program, integrate, install and trouble shoot sophisticated software applications.		
Aptitude – Problem solving/diagnostic skills; aptitude for mechanical, electrical, electronic, computer technology, technical drawings and diagrams. Ability to assimilate and process data from multiple sources.		
Safety & Physical - Manual dexterity; fine motor skills; hand-eye-body coordination. Stamina in order to sit at work station and focus on activity for extended periods of time.		
Interpersonal/ Social - Ability to relate well to customers and coworkers; ability to work independently and as a team member. Ability to listen to what people are saying and understand the points being made.		
Other Occupational/Program Considerations – This is a Technical Academy Program and students must meet RACC student entrance requirements, including 1. Student must be in grades 10 or 11 at RMCTC, 2. Have at least a 3.0 overall GPA (on 4 point scale), 3. Math proficient, 4. Reading proficient, 5. Taking college prep academic sequence throughout high school.		