



LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

750 Phelps Way, New Castle, PA 16101-5099 724-658-3583 Fax 724-658-4753 www.lcctceagles.com

Computer and office Technology 2023-2024

Lawrence County Career and Technical Center welcomes you!

Dear Future Computer and Office Technology Student:

I want to welcome you to my shop as well as keep you posted on what to expect.

Technology is one of the fastest, growing careers and no matter what career you choose, it is essential to have valuable computer skills. The ever-changing world of computer technology requires technicians wherever there are computers. This class will focus on enhancing individual productivity, marketability, and value in the technology fields and provide entryways into careers of modern technology. You will learn IT Fundamentals, PC Pro Computer Hardware, Microsoft Office Suite 2019, Google Apps, Web Page Design, Graphic Design, Computer Programming, Video Game Programming and Design, Coding in Minecraft and much more. In addition, COT currently offers over forty Industry Certifications. You will be able to become certified in Microsoft Office, IC³, Digital Literacy Pro, PC Pro, Client Pro, Network Pro, Security Pro, Ethical Hacker Pro, CompTIA ITF+ and A+, Office Pro, Adobe Certified User, Career and College Readiness and Unity Certified User Programmer, VR Developer and Artist Certifications. Certifications offer significant advantages in career and college readiness, can help improve academic performance and provide you with job options in any industry. The many certifications in the Computer and Office Technology program provide you with valuable opportunities to help you pursue your career path.

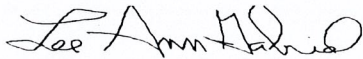
Associated costs for all COT students:

- **LCCTC work t-shirts are \$5 each (Students can wear Gold, Gray or Black work t-shirts). Note: All LCCTC work shirts are a requirement for my shop and will be enforced daily. LCCTC work shirts are \$5 per t-shirt. Mrs. Mangino and Mrs. Graziani in the front office will assist you in shirt purchases. You may pay via money order, personal check, or exact change. There will be an NSF charge for all returned checks. Please be sure to keep your receipt!**
- **It is recommended for the students to have a pair of their own personal headphones or ear buds since some of the software requires the students to listen to instructions. The headphones or ear buds will only be used for instructional purposes.**
- **In order to take any of the certification exams there is a \$25.00 one time (yearly) fee. Cash or Money Order. Please keep your receipt! All students in the COT program must take a certification exam since it is part of the curriculum and a graduation requirement. Included in your \$25.00 (yearly) fee are the TestOut and CompTIA Certifications. TestOut and CompTIA Certifications are a yearlong course and offer valuable trainings and lets students focus on the career path of their choice. Students need to show good effort in completing trainings.**

The Computer and Office Technology classroom is designed to be a comfortable and positive learning environment. Information is presented by a hands-on method and the students will spend a lot of time in the computer lab working on challenging and exciting projects. Be prepared to work hard and enjoy every minute of it. The universal shop grading here at LCCTC is calculated - 50% Work Ethics/25% Skills/25% Knowledge. You will learn valuable work ethic skills to help prepare you for college and a successful career.

I am very excited about the 2023-2024 school year and I am looking forward to meeting everyone.

Sincerely,

A handwritten signature in cursive script that reads "Lee Ann Gabriel".

Lee Ann Gabriel
Computer and Office Technology Instructor