Appendix C

RECOMMENDATIONS FOR RELATED TECHNICAL CLASSROOM INSTRUCTION FOR INFORMATION TECHNOLOGY (IT) YA

These recommendations are intended to be used by the Local YA Consortium when determining appropriate related technical instruction for Information Technology (IT) YA. It is not all inclusive but should be used to assist the partnership with identification and/or development of course work that supports the work-based competencies as identified in the Skill Standards Checklist. As with all YA programs the consortium must ensure that the related instruction meets with the approval of their administration and school board.

OPERATIONAL NOTES

- Related Technical Classroom Instruction maybe offered by the employer, within the school district, at another school district, at a Wisconsin Technical College, and/or at a Community College or University by instructors qualified according to the Youth Apprenticeship Program Operations Manual.

- Commercial programs or Employer provided classroom certification programs are also appropriate provided that the student receives high school credit towards graduation for the class work. A variety of Computer Training and Certification courses are available locally and online. For the high school student just starting out in IT, the focus should be on the basic certifications. A small sampling of recognized courses include the following:
    - CompTIA A+ Certification (www.comptia.org)
    - Microsoft Office Specialist (www.microsoft.com/learning/en/us/certification/cert-overview.aspx)
    - CIW (Certified Internet Webmaster) Associate (www.ciwcertified.com/)
    - CISCO- CCENT (Entry Networking Technician) (www.cisco.com/web/learning/le3/le2/le45/learning_certification_level_home.html)

- Learning Objectives are the foundation of related technical classroom instruction. Consortiums may teach using locally developed coursework, however, it is recommended that agreements with the local technical college be pursued to obtain post-secondary credit for YA worksite and classroom experiences.

- A minimum of 180 hours (2 semesters) of related technical instruction is required for each one year YA program with 250 of the **work** hours coinciding with the instruction. The student must also receive high school credit towards graduation for this instruction, no matter the provider.

- It is suggested that an Introduction to IT Careers and a Computer Applications be provided as a pre-requisite for students interested in this youth apprenticeship.

Additionally, students should complete a job shadow prior to enrollment in the IT YA program.

- Courses chosen should coincide as much as possible to occupational program requirements if the student intends to continue in the Wisconsin Technical College System or University of Wisconsin system.

- Recommendations for this Appendix were obtained from Employers, the Wisconsin Department of Public Instruction, Wisconsin Technical College Faculty, YA Consortium/School District Coordinators during the IT YA Survey, August 2009, and through the States' Career Clusters recommendations at http://www.careerclusters.org/- Funded in part by the U.S. Department of Education.

Information Technology (IT) Youth Apprenticeship (YA) Plan of Study

NAME: _____ **DATE:** _____

The IT Youth Apprenticeship Pathway Units and Related Technical Instruction course selection and delivery are entirely within local consortium control. The recommendations listed below are only a suggested path of YA IT career planning and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements, as well as, college entrance requirements if applicable.

HIGHLY Recommended for **ALL IT** YA students

Educational Level	Grade	**English/ Language Arts** 4 required	**Social Studies Social Sciences** 3 Required	**Math** 2 Required	**Science** 2 Required	**Career Pathway Courses** **(Electives)**	**Recommended Enhancement Electives or Activities**
Secondary	**9**	Oral Communications (Speech) Business Communications				Keyboarding Computer Applications (MS Office)	Skills USA DECA or FBLA
	10					Business Concepts Computer Applications (MS Office)	Skills USA DECA or FBLA Job-Shadowing
	11			Computer Science Statistics		**IT Youth Apprenticeship - Level One or Two** • Employability Skills • Customer Service • Electronics (YA Hardware Pathway) • Computer Programming (YA Software Pathway) • Graphics (YA Web & Digital Media Pathway)	
	12		Economics				

Post-Secondary Occupational Opportunities

The chart below shows examples of career ladders organized by pathway.
For additional career cluster information, visit www.careerclusters.org
For additional career information on a specific occupation, visit http://wiscareers.wisc.edu/ or http://worknet.wisconsin.gov/worknet/default.aspx

Information Technology (IT) Pathways	High School Diploma, On-the-Job Training	Certificate, Licensing, and/or Associate's Degree (1-2 years college)	Bachelor's/Master's Degree (4 year college)
Network Systems	User Support Technician	Network Specialist Telecommunications Technician User Support Specialist	IS Administrator Network Administrator Network Systems Analyst Telecommunications Engineer
Information Support and Services	Computer Operators Technical Support Specialist	Computer Hardware Technician Computer Service Technician Computer Support Technician Help Desk Support Specialist PC Support Specialist	Computer Security Specialist Database Administrator Data Communications Analyst Operations Research Analyst
Web & Digital Communications	Web Designer	e-Commerce Technician Social Networking Specialist Webmaster Website Developer	Web Administration Web Developer
Programming & Software Development	Software Tester	Programmer/Analyst Simulation and Gaming Programmer	Computer Programmer Software Applications Engineer Systems Analyst

SOURCES: The States' Career Clusters Initiative, 2009, www.careerclusters.org; Worknet, 2009, http://worknet.wisconsin.gov/worknet/default.aspx, Waukesha County Technical College (WCTC), Susan Maresh, Waukesha County School-to-Work, 2007.