Washington County Community College

Computer Technology

Course Syllabus

Course No: CTT-250

Course Title: Microsoft Certification Preparation

Semester:

Class Location:

Class Schedule:

Instructor:

Email:

Phone:

Office Location:

Office Hours:

# Textbooks:

**Required:** Title: MTA Networking Fundamentals

Author: Wiley ©2012

ISBN: 978-0-470-90183-0

**Recommended:**

Title: CompTIA A+ 220-801, 220-802 Q&A

Author: Cengage - ©2013

ISBN: 9781285160719

Title: CompTIA Network+ Guide to Networks, 6th

Author: Cengage - ©2012

ISBN: 9781285939537

Title: A+ Guide to Managing & Maintaining Your PC,8 th

Author: Andrews - ©2014

ISBN: 9781285714677

# Materials:

PC, Mac, Tablet, or Laptop

Spreadsheet or Windows Notepad

USB Flash Drive

Internet Access

Certiport Test Voucher (Fee to be Determined)

# Prerequisites:

CTT-245: Network Installation and Configuration passed with a C or better or instructor approval

# Course Description:

This course will focus on preparing students to take the Microsoft Desktop Certification exam for MTA certification. Following successful completing of the MTA exam, the class will then proceed to plan and prepare for the MCSA certification exams.

MTA Network preparation covers the entire body of material taught in the previous network courses. While passing the official Microsoft exam is not mandatory, final grades are based in part on official certification scores.

Students can expect a rigorous review of network terminology and acronyms including: LAN, WAN, OSI, DHCP, Wi-Fi, CLI, TCP/IP addressing and subnetting, and all other standard network topics.

# Instructional Methodologies:

This course will be taught in an open lab, lecture, question and answer format.

Various testing and studying strategies including a simulated test environment, study groups, flash cards, and visual presentations will be used. Upon passing the MTA certification exam, students will have the option to choose a study path towards additional certifications for the remainder of the semester.

# Schedule

This schedule is subject to some changes/modifications per Instructor This offered as only a study guide. The pace of each class differs according to the instructional needs of the students in the class.

# Coursework

Unit 1

Section I Homework 1

Unit 2

Section I Homework 2

Unit 3, 4, 5

Timed certification pretests completed in class.

Unit 6, 7

MTA Certification

Unit 8

Section II Homework 1

Unit 9

Section II Homework 2

Unit 10, 11, 12

Timed certification pretests completed in class.

Unit 13, 14, 15, 16

Extra credit will be applied towards a student’s final grade for any additional certifications earned beyond the initial MTA certificate.

# Grading:

15% Homework 1

15% Homework 2

10% Practice Tests – Top 3

30% MTA Certification Midterm

15% Homework 3

15% Homework 4

5-15% Supplemental Certifications Final

# Elements of Success:

| **Element** | **Description** |
| --- | --- |
| Accountability | Those who are accountable stand by their words and actions, taking full responsibility for what they create and for what they contribute to the community. |
| Respect | Community members who respect themselves and others help to create a safe, yet open climate of learning. |
| Responsibility | Students who assume personal responsibility for their education will reach their goals. Responsible students also make contributions to their communities. |
| Critical Thinking | Instructor and students will strive to improve the critical thinking skills of analysis, synthesis, and evaluation. |
| Communication | Communicating effectively in oral and written forms through traditional and new media is a powerful tool for personal and career success. |
| Collaboration | Collaborative teamwork maximizes benefits to individuals and communities. When collaboration is expected, instructors will clearly indicate it. When collaboration is not identified as part of an assignment, students must demonstrate individual skills. |

# Late Assignments:

Homework submitted late will receive reduced credit of 10 points per week and will impact the student’s final grade. Submitted homework contributes to a collaborative study project designed to provide additional sample test questions and answers to fellow classmates.

Homework revolving around test questions will be completed with an Excel worksheet and submitted by SQL importation and in a delimited format. Students will be responsible for administering their collection of submitted work throughout the semester.

# Attendance:

Please refer to the Student Handbook for the WCCC attendance policy. WCCC policy states a student may miss no more than 10% of class hours. Due to the 3 hour block classes for this course, students may not miss more than 1 and ½ sessions.

# Computer Acceptable Use Policy:

Please refer to the Student Handbook for the WCCC Computer Acceptable Use policy. Do not store personal information or classwork on the classroom workstations.

# Accessibility:

WCCC does not discriminate on the basis of disability in admissions to, access to, or operation of its programs, services, or activities. In accordance with Section 504 of the Rehabilitation Act of 1973 (CRF 34 Part 104) and Title II of the Americans with Disabilities Act (ADA) of 1990, WCCC is committed to helping qualified students with disabilities achieve their individual goals. Students with disabilities who may need academic accommodations should bring this to my attention. Also, please contact (Name), the Coordinator of Accessibility Services, at (Contact Info). The office of the Coordinator of Accessibility Services is located in the study center.

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

[Creative Commons License](http://creativecommons.org/licenses/by/4.0/)  
Except where otherwise noted, this work by Washington County Community College is licensed under the [Creative Commons Attribution 4.0 International License](http://creativecommons.org/licenses/by/4.0/).