



**STEEL CENTER**  
FOR CAREER AND TECHNICAL EDUCATION

## PROGRAM LETTER

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### **Computer Technology: CIP 15.1202**

Mr. Xavier Harmon • 2021 – 2022

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July 1, 2021

Dear Steel Center Family:

My name is Mr. Xavier Harmon; I will be returning for my Fourth year as the Computer Technology (CT) Instructor at Steel Center. I was met with great challenges and an eye opening experience with the students during my first year. I am a native of Philadelphia, PA, that has lived in the western PA area for 18 years. I am a veteran of the U.S. Army "Go Army". I am a graduate of ITT-Technical Institute with an associate in computer networking systems, Point Park University with a bachelor in information technology & management, and Robert Morris University with my 1<sup>st</sup> masters in information security and assurance, and my 2<sup>nd</sup> masters in competitive intelligence. I currently have a CompTIA Network+ and a CompTIA A+ certification, and will be continuing my education and seeking further certifications. I have over 20 years of experience in the information technology field. I am a firm believer in the team concept, I have a passion for learning new and exciting things, and an avid student of life.

Steel Center's CT program prepares students to apply basic engineering principles and technical skills in support of professionals who use computer systems. This program includes instruction in basic computer design and architecture, programming, problems of specific computer application, component and system maintenance and inspection procedures, hardware and software problem diagnosis and repair and report preparation.

**Requirement items:** In the computer technology classroom environment, I expect students to be in class on time and ready to learn, to have these items for class (a notebook, course books, and writing utensils (pen, pencil, or marker)). Make sure to bring any other required item needed for class (e.g. current worksheet, course workbooks), and most importantly, be prepared to learn and bring a positive attitude. Every Monday and Tuesday will be professional dress day, where I expect all students to come dressed in a professional button down or polo shirt; a pair of slacks khakis or dress pants; dress shoes (all black or brown). Remember I am not only teaching computers, but I am also developing young professionals. More detailed information about program requirements as outlined in the program syllabus and program brief, which may be found on the school's website: [www.steelcentertech.com](http://www.steelcentertech.com)

If you have any questions regarding the CT program, do not hesitate to contact me. I am looking forward to a great school year.

Sincerely,

Mr. Xavier Harmon  
Computer Technology Instructor