**Information Technology I**

**Course Syllabus**

**Course Description:**

A course designed for students to improve touch method keyboarding skills, develop 10 –key skills and desktop publishing skills. Instruction emphasizes improved techniques for increased speed and accuracy, composition at the keyboard, arrangement of statistical copy and production of projects from both the straight and unarranged copy. Students will demonstrate keyboarding proficiency in document formatting of letters, reports, tables, outlines, new releases, minutes and other various business communications. In addition, the student will become proficient at 10-key Mastery as well as be able to use various desktop publishing features.

**Course Competencies:**

Students will understand application software. They will demonstrate competency by utilizing appropriate software for specific tasks.

Indicators

* Application Software—use application software (word processing, desktop publishing, speech recognition, spreadsheet, presentation)
* Advanced Features-use advanced features(graph, merge, sort, etc) of common application software.
* Emerging applications—use emerging application software (scanners, digital cameras, etc.)
* Ethical issues—identify ethical issues in the information technology field and describe the consequences of misuses
* Policies—follow safety and security policies
* Problem Solving Techniques—diagnose, evaluate and identify the use of software to solve specific problems.
* Reference materials—use application reference materials to complete tasks or solve problems.
* Technology Research—locate, analyze, access, exchange, organize and synthesize information

# First Quarter

* Word 2007
* Portfolio containing
  + Business letters (various formats)
  + Memos
  + Reports (Bound and unbound)
  + Employment documents
  + Table
  + Outline
  + Minutes
  + News Release
  + Agenda
  + Itinerary
* Vocabulary
* Various desktop publishing projects (flyers, booklets, ads, etc)
* Timed Writings

# Second Quarter

* 10 Key
* Personal Magazine
* Career Exploration
* Additional Desktop publishing activities

Two 3-minute timed writings will be taken each day. After the first two weeks, the best two timings for each week will be graded. This will be worth 20 percent of your total grade.

Other areas of study throughout the semester may include research of recent technology, plagiarism, copyright laws, searching techniques, work ethics and evaluation of web sites.

**Grading will be based on:**

* Daily typing exercises (ex. letters, memos, reports, tables, etc.)
* Portfolio
* Quizzes
* Tests
* Special projects, articles, and desktop publishing activities
* 10-key score (25%) of 2nd quarter
* timed writings (20%) 1st and 2nd quarter

**Grading Policy**

All assignments are expected to be handed in at the beginning of class time on the due date. Five points each day will be deducted for small assignments and 10 points each day for large projects. A zero will automatically be given at the end of the third day.

If you are ill, you will be given an extension on the due date the number of days you are absent from class.

# Classroom Rules

All school rules and common courtesies of any classroom should be followed.

Do not download anything from the Internet

No chat lines or emailing of any type.

School computers are not to be used for any personal use.

Clean your keyboard every day before using.

Your area needs to be cleaned up and all books put away and chairs pushed in before leaving the room.

Use the sign out sheet and appropriate pass when leaving the room. Please ask to use the restroom at the beginning of class and only leave the room for emergencies.